



CALL TO ASSEMBLY

Please rise.

- **Pledge of Allegiance (US)**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

- **Pledge of Allegiance (Texas)**

Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

- **Community Action Promise**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to Helping People Help themselves and each other.

- **Our Mission**

CSNT applies all available strategies enabling Northeast Texas families to lead improved, empowered, and self-reliant lives.

- **Our Community Services Vision**

To be the leading organization in our region which empowers families to be self-reliant, educated, and healthy

- **Our Head Start Vision**

To provide a system of education and encouragement which results in school-readiness for young children and their families

- **Invocation**

Board Meeting

Tuesday, October 24, 2023 @ 12:00 Noon

Houston Street Conference Room

304 E Houston St., Linden, Texas 75563

Dr. Arcolia Jenkins-Waters, Board Chairperson

Michelle Morehead, CCAP, NCRT, NCRI, Executive Director

If you need assistance with physical accessibility to the meeting, please call 903-756-5596 x 201

1. Call Meeting to Order

2. Establishment of a Quorum

3. Approval of Agenda 10/24/23 *

4. Approval of Minutes 09/26/23 Board Meeting and Nominating Committee Meeting 09/26/23*

5. Chairman's Comments and Recognitions

6. Training

Video – “People Staying A-Board: 5 Ways to Engage and Retain Board Members” presented by Michelle Morehead

Special Guest: Michael DeYoung, TDHCA Community Affairs Division Director

7. Committee Reports and Information

- A. Planning & Evaluation – No current report required at this time
- B. Personnel – No current report required at this time
- C. Finance – No current report required at this time
- D. Executive – This Committee meets only when necessary
- E. Nominating – **Discuss Executive Committee changes from 9/26/23 meeting.**
- F. By Laws- No current report required at this time

The Chair may make changes to committee rosters and/or develop new committees.

****Committees, other than Executive Committee, get named by the Board Chairperson**

Head Start Committee List

8. Action Items

A. Seat new board member(s), if any*

- 1. Lindsay Hergert- Texas Agrilife Extension (appointed by Travis Ransom, County Judge, to replace Donna Early)
- 2. Martavius Jones – Pittsburg Head Start Parent (appointed by Policy Council as the Policy Council Liaison to the Governing Board)

B. Approve Consent Agenda*

- 1) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 2) Head Start Standard Operating Procedures.....Berny Harris
- 3) Head Start Standard Operating Manuals & FormsBerny Harris
- 4) Financial Reports -1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell
- 5) Job Descriptions.....Charlotte Hall
- 6) Updated Volunteer Rates.....Berny Harris
- 7) 2024 Community Assessment Update.....Berny Harris
- 8) Community Services Report.....(OS 5.9).....Shirley Allen

- 9) Human Resource Report.....(OS 5.9).....Charlotte Hall
- 10) Payee Report..... (OS 5.9)Roxi Ellis
- 11) VSN Report.....(OS 5.9).....Kelsy Nickleberry
- 12) Service & HS Transportation Reports..... (OS 5.9)Tommy Hooper

C. Discuss/Approve Continued use of the 10% De minimis Indirect Cost Rate & Indirect Cost Rate Certification*

D. Discuss/Approve Financial Policies, Procedures, and Financial Code of Conduct including petty cash expenditure update*

E. Discuss/Approve Policy Council By-Laws*

F. Discuss/Approve Head Start/Early Head Start Continuation Grant #06CH011282/04 Requesting a Carry Over of Unobligated Balance*

G. Discuss/Approve Personnel Policies and Procedures including Business Travel Expense Personnel Policy #512*

9. Staff Reports

None

10. Executive Director’s Report

11. Discussion Items

A. December Annual Meeting Date – December 12, 2023

B. Discuss Fall 2023 Circle Assessment

12. Audience Comments

13. Executive Session

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and Section 551.074(1)(2) of the government codes

304 E. Houston Street Linden, Texas Property Discussion

A. Consultation between the board and its attorney in those instances in which the board seeks the Attorney’s advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality

B. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.

C. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.

D. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law

14. Required Action from Executive Session

15. Adjourn Board Meeting

* Requires Board Vote

©2023 CSNT, Inc. All rights reserved. All logos and images are the protected trademarks of their respective organizations.

Community Services of Northeast Texas, Inc.
Board Meeting MINUTES
September 26, 2023
304 E Houston Street, Linden, Texas 75563

Board Members

John Baxter

Representing Texana Bank, Private Sector

Ross Hyde,

Representing State Representative, Gary VanDeaver, Public Sector

Harmony Roberson

Representing Cass County, Poverty Sector

Donna Early, Treasurer

Representing Cass County Judge Travis Ransom, Public Sector

Judge Doug Reeder, Vice-Chair

Morris County Judge, Public Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Board Members Absent

Dr. Arcolia Jenkins, Board Chair

Representing Creating Opportunities in Marion County, Private Sector

Angela Thompson, Parliamentarian

Representing Bowie County, Poverty Sector

Megan Kirkland

Representing LEDC, Private Sector

Sandra Wright

Representing Marion County Judge Leward Lafleur, Public Sector

Keri Winters

Representing Linden-Kildare CISD, Private Sector

CALL TO ORDER

Judge Doug Reeder, Vice Chairman called the meeting to order at 12:14 p.m.
Quorum: established 6 of 11, members present.

AGENDA

Motion: Cecelia Huff, Secretary, moved to accept the 09/26/2023 agenda
Second: Harmony Roberson
All in favor voted aye, none opposed, the motion carried unanimously

MINUTES

Motion: Harmony Roberson moved to accept the 8/29/2023 minutes
Second: John Baxter
All in favor voted aye, none opposed, the motion carried unanimously

CHAIRMAN'S COMMENTS AND RECOGNITIONS

Judge Doug Reeder, Vice Board Chair, thanked everyone for attending the meeting and thanked the ones that participated in the Nominating Committee Meeting. He stated that Dre. Jenkins was out sick and he would be leading the meeting today.

TRAINING / PRESENTATIONS

“In Boards We Trust”, training video for the Board was presented by Michelle Morehead. The video explained fiduciary duties of care and loyalty. Bernadette Harris trained on Head Start Board Orientation with the members present. The presentation explained the role of the Board Members according to Head Start Regulations.

COMMITTEE REPORTS

- A. Planning & Evaluation – No current report required
- B. Personnel – This committee should meet in July to approve job descriptions, pay scales, etc. – No current report required at this time.
- C. Finance – No current report required
- D. Executive – This committee meets only when necessary
- E. Nominating – The Committee met before the September Meeting, and prepared a slate of Officers for the Board Members to approve.
- F. By Laws – No current report required

The Chair may make changes to committee rosters/develop new committees.

Action Items

A. Seat New Board Member(s)

None

B. Approve Consent Agenda*

- 1) Community Services Report..... (OS 5.9).....Shirley Allen
- 2) Head Start/EHS & PIR Reports..... (OS 5.9).....Berny Harris
- 3) Human Resource Report(OS5.9).....Charlotte Hall
- 4) Payee Report..... (OS 5.9)Savanah Coates
- 5) Service & HS Transportation Reports... (OS 5.9)Tommy Hooper
- 6) VSN Report.....(OS 5.9).....Kelsy Nickleberry

Motion: John Baxter made a motion to accept as presented.

Second: Ross Hyde

All items reviewed and when asked, the Board stipulated that no further discussion was needed on the consent agenda and no items were requested to be removed.

All in favor voted aye, none opposed, the motion carried unanimously

C. Discuss/Approve Board Resolution – Texana Bank

Michelle Morehead, Executive Director stated the Board Resolution was to name Michelle Morehead the sole signatory on the Texana Bank and to remove Dan Boyd from the account.

Motion: Harmony Roberson made a motion to accept as presented

Second: Cecelia Huff, Secretary

John Baxter recused himself from the vote due to a conflict of interest. All others in favor voted aye, none opposed, the motion carried.

D. Discuss/Approve Slate for the Board Officers 2024 – Recommendation from the Nominating Committee

Judge Doug Reeder read the slate recommendation as follows:

Cecelia Huff was nominated for Chairperson due to Dr. Jenkins reaching her tenure for being on the Executive Committee.

Judge Doug Reeder was nominated for Vice Chairperson.

Keri Winters was nominated for Secretary.

John Baxter was nominated for Treasures due to Donna Early reaching her tenure for serving on the Executive Committee.

Motion: Ross Hyde made a motion to accept as presented.

Second: Harmony Roberson

All in favor voted aye, none opposed, the motion carried unanimously

E. Discuss/Approve Disposal of Vehicles

- 1) #801 – Head Start Program
- 2) #883 – AARA Program
- 3) #884 – CSBG Program
- 4) Two Landscaping Trailers – AARA Program

Michelle Morehead, Executive Director reviewed the Disposal of Vehicles as presented. She stated the vehicles are in poor condition and not being used.

Motion: John Baxter made a motion to accept as presented.

Second: Harmony Roberson

All in favor voted aye, none opposed, the motion carried unanimously

F. Discuss/Approve Personnel Policies

- 1) Cash in Lieu #315
- 2) Short-Term Disability #318
- 3) Local Travel/Mileage #599

Charlotte Hall, Human Resources Director reviewed the Personnel Policies as presented. She explained that the Cash in Lieu policy is a new policy to encourage staff that are eligible to have other qualified insurance such as Medicare to receive \$100 per pay period based on twenty-four pay periods. The Short-Term Disability was updated to reflect that the Agency will pay for each eligible employee short term disability. The local travel/mileage was updated to state that the Agency will use the IRS rate for mileage reimbursements.

Motion: Cecelia Huff, Secretary made a motion to accept as presented.

Second: John Baxter

All in favor voted aye, none opposed, the motion carried unanimously

G. Discuss/Approve Customer Satisfaction Survey (OS 1.3)

Michelle Morehead, Executive Director reviewed the Customer Satisfaction Survey as presented.

Motion: Harmony Roberson made a motion to accept as presented.

Second: Ross Hyde

All in favor voted aye, none opposed, the motion carried unanimously

9. Staff Reports

A. Financial-1.2.3.4.5.6.7.8.9.10..... (OS 8.7) Shelley Mitchell
Shelley Mitchell reviewed the financial reports as presented.

10. Executive Director’s Report

Michelle Morehead, Executive Director, stated that she has been invited to attend several meetings to discuss the resources offered by the Agency in the months of September and October. She stated that the Agency did not receive the CSBG Grant for the Re-Entry Program. There were only three agencies selected. The score the Agency received was an 86 out of a 100 and we know where to make improvements. One of those improvements is to track the incarcerated clients that we serve. The incarcerated clients will not lose points; it is to be used a tracking measure and could potentially help the clients with other needs. She stated that the TDHCA monitoring and Audit will be conducted in December. The Youth Program and Veteran's game room will begin in January. A dumpster is needed at 301 East Houston Street to clean the building. The Bowie County Case Manager office may be brought to the attention of the Board at the next meeting to consider closing. Next week, October 4th-6th, Michelle stated that she would be out of the office to attend the TACAA Conference. Next month, the October Board Meeting, Michael D. Young from TDHCA has asked to come speak to the Board Members as a guest speaker. The TX HAF vehicles will not need to be repurchased by the Agency. The vehicles will transfer to the CEAP and CSBG Grants. The SBA Loan was originally for \$150,000 and we now owe \$157, 000. Lastly, she stated that the finance office is working towards going paperless and conducting ACH transaction instead of mailing checks and taking the risk of paying late fees for checks not being received in a timely manner.

11. Discussion Items

1. Discuss Daingerfield Calendar Change

Bernadette Harris, Head Start/Early Head Start Director, stated that the calendar change was made to remove staff work days on Wednesday. The workdays are extended days for staff and the children will be in session.

2. Discuss Transitional Housing Program

Michelle Morehead, Executive Director, stated that the Transitional Housing Program will start in October. The Assistance application was twenty-six pages and is now three pages for all program except Head Start. The Program will start small and grow once we are doing the small portion well.

AUDIENCE COMMENTS

None

EXECUTIVE SESSION

The board will enter executive session pursuant to Section 551.001(1)(2)(3)(J), and section 551.074(1)(2) of the government code.

None

a. Consultation between the board and its attorney in those instances in which the board

seeks the Attorney's advice with respect to pending or contemplated litigation, settlement offers, and other matters where the duty of the attorney to his client requires confidentiality.

- b. Discussion with respect to the purchase, exchange, lease, or value of real property, negotiated contracts, and prospective gifts or donations to the organization, when such discussion, if made public, would have a detrimental effect on the negotiating position of the organization.
- c. Discussion with respect to matters involving the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an officer or employee or to hear complaints or charges against such officer or employee, unless such officer or employee requests a public session.
- d. Discussion with respect to any matter specifically made confidential by law or regulation. Any other exception available by state law.

REQUIRED ACTION FROM EXECUTIVE SESSION

None

ADJOURN

Motion: Ross Hyde motioned to adjourn at 1:08 pm
Second: John Baxter
Hearing no descent, adjournment passed.

Approved by: _____, on _____, 2023
(Board Secretary) (Date)

Community Services of Northeast Texas, Inc
Nominating Committee Meeting Minutes
September 26, 2023 @ 11:00am
304 East Houston, Linden Texas 75563

Nominating Committee Members Present

Donna Early, Treasurer

Representing Cass County Judge Travis Ransom, Public Sector

Cecelia Huff, Secretary

Representing Bowie County, Poverty Sector

Judge Doug Reeder, Vice Chairman

Representing Morris County, Public Sector

Angela Thompson, Parliamentarian

Representing Bowie County, Poverty Sector

Nominating Committee Members Absent

Arcolia Jenkins,

Representing Creating Opportunities in Marion County, Private Sector

CALL TO ORDER

Judge Doug Reeder, Vice Chairman, called to order the nominating committee meeting at 11:09 am.

Established Constitution - One member each from Public, Poverty, and Private Sectors

Established Constitution by Judge Doug Reeder, four members present.

The fifth member will be elected at the next Board meeting, 10/24/2023.

ACTION

Discuss/Approve Nominations for Board Officers 2024

Judge Doug Reeder, Vice Chairman, opened the floor for nominations for Chairperson.

Arcolia Jenkins was nominated. The by-laws were reviewed and her tenure for serving on the Executive Committee had expired. Cecelia Huff was nominated for Chairperson. There were

no more nominations. Cecelia Huff motioned to cease nominations. Angela Thompson

seconded the motion. The motion was put to a vote with a majority of members voting in

favor of by signaling aye, none opposed, the motion carried. Judge Doug Reeder opened the

floor for nominations for Vice Chairperson. Judge Doug Reeder was nominated for Vice

Chairperson. The floor was asked three times, there were no more nominations. Cecelia Huff

motioned to cease nominations. Angela Thompson seconded the motion. The motion was put

to a vote with a majority of members voting in favor of by signaling aye, none opposed, the

motion carried. Judge Doug Reeder opened the floor for nominations for Secretary. Keri

Winters was nominated for Secretary. The floor was asked three times, there were no more

nominations. Angela Thompson motioned to cease nominations. Cecelia Huff seconded the

motion. The motion was put to a vote with a majority of members voting in favor of by signaling aye, none opposed, the motion carried. Judge Doug Reeder opened the floor for nominations for Treasurer. John Baxter was nominated for Treasurer. The floor was asked three times, there were no more nominations. Angela Thompson motioned to cease nominations. Cecelia Huff seconded the motion. The motion was put to a vote with a majority of members voting in favor of by signaling aye, none opposed, the motion carried.

A. Decide slate (in the form of a motion to full board)

Chairman	Cecelia Huff
Vice-Chair	Judge Doug Reeder
Treasurer	John Baxter
Secretary	Keri Winters
Parliamentarian	Will be appointed at October 24, 2023 meeting
At large	Will be appointed at October 24, 2023 meeting.

Motion: All agreed to present at September 26, 2023, Board Meeting except the Parliamentarian.

ADJOURN

Cecelia Huff moved to adjourn the Nominating Committee meeting at 11:45 am
Second: Angela Thompson, Parliamentarian

Approved by: _____, on October 24, 2023.
Board Secretary

2023-2024 List of Committees

Head Start

 = Vacancy


Self Assessment

1	Taylor Adcock	Policy Council
2	Martavius Jones	Policy Council
3	Arcolia Jenkins	Governing Board
4		Governing Board

Community Assessment

1	Megan Hervey	Policy Council
2	Angela Thompson	Governing Board
3	Ross Hyde	Governing Board

Finance Committee

1	Cristal Smith	Policy Council
2		Governing Board
3	Ross Hyde	Governing Board
4	John Baxter	Governing Board

School Readiness Committee

1	Krizia Linwood	Policy Council
2	Cristal Smith	Policy Council
3	Judge Doug Reeder	Governing Board
4	Angela Thompson	Governing Board

ERSEA Committee

1	Taylor Adcock	Policy Council
2	Harmony Roberson	Governing Board
3	Angela Thompson	Governing Board

Strategic Planning Committee

1	Krizia Linwood	Policy Council
2	Evelyn Benjamin	Policy Council
3	Ross Hyde	Governing Board
4	Angela Thompson	Governing Board

Health Advisory Committee

1	Taylor Adcock	Policy Council
2	Megan Hervey	Policy Council
4		Governing Board
5	Arcolia Jenkins	Governing Board

- Martavius Jones – Policy Council Chairperson is invited to serve on all committees
- Arcolia Jenkins – Governing Board Chairperson is invited to serve on all committees

10/18/2023



R. TRAVIS RANSOM
Cass County Judge

P.O. Box 825
Linden, Texas 75563

October 16, 2023

Community Services of Northeast Texas, Inc.
Attn: Michelle Morehead
304 E. Houston
Linden, Texas 75563

Dear Michelle:

In light of Donna Early's resignation from the board, I would like to designate Lindsay Hergert, Cass County Extension Agent for Family Community Health to serve as the representative for the county. I believe she will be an asset to the board.

Respectfully,

A handwritten signature in blue ink that reads "Travis Ransom". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Travis Ransom
Cass County Judge

CSNT Head Start Director's Report PY04/FY23

October Report/September Data



How Are We Doing?

HEAD START Attendance - September 2023

- ✓ **469** Actual Enrollment (Under/Over - **4** Student(s)) – Funded **465**
- ✓ **4%** Disability Students – **10%** Target
- ✓ **91%** Average Daily Attendance



HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$1,196,620** NFS Collected – **(\$89,063)** NFS Over
- ✓ **\$293,372** Indirect Costs Collected
- ✓ **11%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$14,345** Reimbursed This Month - **\$98,435** Reimbursed This Year
- ✓ **20** days of Service – **6,072** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ **142** Files Reviewed/**34** Classrooms Observed
- ✓ **182** Incomes Verified/**156** Interviews/**68** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0**

ANNOUNCEMENTS:

Completing 45-day deadlines
OHS starting back to in-person trainings/site-visits

CSNT Early Head Start Director's Report PY04/FY23

October Report/September Data

Happy Halloween



How Are We Doing?

EARLY HEAD START Attendance - September 2023

- ✓ **16** Actual Enrollment (Under/Over - 0 Student(s)) – Funded **16**
- ✓ **13%** Disability Students – **10%** Target
- ✓ **85%** Average Daily Attendance



EARLY HEAD START NFS/Indirect Costs/Admin Expenses Rate

- ✓ **\$18,375** NFS Collected - **\$60,785** NFS Needed
- ✓ **\$16,863** Indirect Costs Collected
- ✓ **8%** Admin Expense Rate



HEAD START CACFP Meals/Reimbursements

- ✓ **\$2,034** Reimbursed This Month - **\$13,937** Reimbursed This Year
- ✓ **20** days of Service – **758** Meals Served

Listen with Curocity
Speak with Honesty
Act with Integrity



HEAD START Quality Assurance

- ✓ **4** Files Reviewed/**2** Classrooms Observed
- ✓ **0** Incomes Verified/**15** Interviews/**4** Community Contacts
- ✓ **Self-Assessment** – **4** Findings/**4** Corrections/**0** Remaining
- ✓ **Annual Detailed Monitoring** – **7** Findings/**7** Corrections/**0** Remaining

ANNOUNCEMENTS:

Completing 45-day deadlines
OHS starting back to in-person trainings/site-visits



Office of Head Start - Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

10/5/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	465	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	465	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	465	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cummulative Enrollment

	<i># of participants</i>	<i>% of participants over Funded Enrollment</i>
Total Cumulative Enrollment	484	4.09%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
1 Year Old	0	0.00%
2 Years Old	1	0.21%
3 Years Old	238	49.17%
4 Years Old	245	50.62%
5 Years Old	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	31	6.40%

Foster Care

	<i># of children</i>	<i>% of children</i>
Total number of enrolled children who were in foster care at any point in the program year	17	3.51%

Prior Enrollment of Children

	<i># of children</i>	<i>% of children</i>
The second year	146	30.17%
Three or more years	9	1.86%

Ethnicity And Race

	<i># of Hispanic or Latino Origin participants</i>	<i>% of Hispanic or Latino Origin participants</i>	<i># of Non-Hispanic or Non-Latino Origin participants</i>	<i>% of Non-Hispanic or Non-Latino Origin participants</i>
American Indian or Alaska Native	0	0.00%	2	0.41%
Asian	0	0.00%	2	0.41%
Black or African American	6	1.24%	244	50.41%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	21	4.34%	132	27.27%
Biracial or Multi-Racial	6	1.24%	38	7.85%
Other Race	32	6.61%	1	0.21%
Unspecified Race	0	0.00%	12	2.48%

Primary Language of Parents at Home

	<i># of children</i>	<i>% of children</i>
English	456	94.21%
Of these, the number of children acquiring/learning another language in addition to English	14	
Spanish	28	5.79%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	3	0.62%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	36	7.44%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	<i># at Beginning of Enrollment Year</i>	<i>% at Beginning of Enrollment Year</i>	<i># at End of Enrollment Year</i>	<i>% at End of Enrollment Year</i>
Children with health insurance	449	92.77%	351	72.52%
Children with accessible health care	401	82.85%	330	68.18%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	435	89.88%	277	57.23%
Children with accessible dental care	379	78.31%	319	65.91%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Education Program (IEP), indicating they were determined eligible to receive special education and related services	17	3.66%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	459	100.00%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	423	92.16%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	6	1.31%
Housing Assistance	6	1.31%
Asset Building Services	119	25.93%
Mental Health Services	8	1.74%
Substance Misuse Prevention	1	0.22%
Substance Misuse Treatment	4	0.87%
English as a Second Language (ESL) Training	20	4.36%
Assistance in enrolling into an education or job training program	52	11.33%
Research-based parenting curriculum	289	62.96%
Involvement in discussing their child's screening and assessment results and their child's progress	398	86.71%
Supporting transitions between programs	356	77.56%
Education on preventive medical and oral health	390	84.97%
Education on health and developmental consequences of tobacco product use	172	37.47%
Education on nutrition	414	90.20%
Education on postpartum care	2	0.44%
Education on relationship/marriage	7	1.53%
Assistance to families of incarcerated individuals	3	0.65%



Office of Head Start - Early Head Start Services Snapshot

Community Services Of Northeast Texas, Inc. (2022-2023)

Date

10/5/2023

Funded Enrollment

Number of enrollment slots the program is funded to serve.

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Total Funded Enrollment	16	100.00%

Funded Enrollment by Program Option

	<i># of funded enrollment slots</i>	<i>% of funded enrollment slots</i>
Center-based	16	100.00%
Home-based	0	0%
Family Child Care	0	0%
Locally Designed	0	0%

Detail - Center-based Funded Enrollment

	<i># of center-based funded enrollment slots</i>	<i>% of center-based funded enrollment slots</i>
Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	16	100.00%
Of these, the number that are available for the full-working-day and full-calendar-year	0	
Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0	0%
Of these, the number that are available for 3.5 hours per day for 128 days	0	
Of these, the number that are available for a full working day	0	

Total Cumulative Enrollment

	<i># of participants</i>	<i>% of participants</i>
Total Cumulative Enrollment	17	106.25%

Participants by Age

	<i># of participants</i>	<i>% of participants</i>
Under 1 Year Old	0	0.00%
1 Year Old	9	52.94%
2 Years Old	8	47.06%
3 Years Old	0	0.00%
Pregnant Women	0	0.00%

Homelessness Services

	<i># of children</i>	<i>% of children</i>
Total number of children experiencing homelessness that were served during the enrollment year	3	17.65%

Foster Care

	# of children	% of children
Total number of enrolled children who were in foster care at any point in the program year	3	17.65%

Prior Enrollment of Children

	# of children	% of children
The second year	7	41.18%
Three or more years	1	5.88%

Ethnicity And Race

	# of Hispanic or Latino Origin participants	% of Hispanic or Latino Origin participants	# of Non-Hispanic or Non-Latino Origin participants	% of Non-Hispanic or Non-Latino Origin participants
American Indian or Alaska Native	0	0.00%	0	0.00%
Asian	0	0.00%	0	0.00%
Black or African American	0	0.00%	7	41.18%
Native Hawaiian or Pacific Islander	0	0.00%	0	0.00%
White	0	0.00%	6	35.29%
Biracial or Multi-Racial	1	5.88%	1	5.88%
Other Race	2	11.76%	0	0.00%
Unspecified Race	0	0.00%	0	0.00%

Primary Language of Parents at Home

	# of children	% of children
English	15	88.24%
Of these, the number of children acquiring/learning another language in addition to English	0	0.00%
Spanish	2	11.76%
Central American, South American, or Mexican Languages	0	0.00%
Caribbean Languages	0	0.00%
Middle Eastern or South Asian Languages	0	0.00%
East Asian Languages	0	0.00%
Native North American or Alaska Native Languages	0	0.00%
Pacific Island Languages	0	0.00%
European or Slavic Languages	0	0.00%
African Languages	0	0.00%
American Sign Language	0	0.00%
Other Languages	0	0.00%
Unspecified Languages	0	0.00%

Health Services

<i>Services to All Children at Beginning of Enrollment Year Compared to End of Enrollment Year (based on Cumulative Enrollment)</i>	# at Beginning of Enrollment Year	% at Beginning of Enrollment Year	# at End of Enrollment Year	% at End of Enrollment Year
Children with health insurance	17	100.00%	15	88.24%
Children with accessible health care	16	94.12%	9	52.94%
Children with up-to-date immunizations or all possible immunizations to date, or exempt	17	100.00%	5	29.41%
Children with accessible dental care	16	94.12%	9	52.94%

Disabilities Services

	<i># of children</i>	<i>% of children</i>
Children with an Individualized Family Service Plan (IFSP), indicating they were determined eligible to receive early intervention services	2	12.50%

Family Services

	<i># of families</i>	<i>% of families</i>
Total Number of Families	16	94.12%

	<i># of families</i>	<i>% of families</i>
Families Who Received at Least One Family Service	7	43.75%

Specific Services

	<i># of families</i>	<i>% of families</i>
Emergency or Crisis Intervention	1	6.25%
Housing Assistance	0	0.00%
Asset Building Services	1	6.25%
Mental Health Services	1	6.25%
Substance Misuse Prevention	0	0.00%
Substance Misuse Treatment	0	0.00%
English as a Second Language (ESL) Training	1	6.25%
Assistance in enrolling into an education or job training program	6	37.50%
Research-based parenting curriculum	7	43.75%
Involvement in discussing their child's screening and assessment results and their child's progress	6	37.50%
Supporting transitions between programs	5	31.25%
Education on preventive medical and oral health	7	43.75%
Education on health and developmental consequences of tobacco product use	1	6.25%
Education on nutrition	7	43.75%
Education on postpartum care	0	0.00%
Education on relationship/marriage	0	0.00%
Assistance to families of incarcerated individuals	0	0.00%

Head Start

Financial Report for the month of October 2023

(September 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$2,351,429.00	\$272,939.10	\$1,708,636.04	\$642,792.96	\$195,952.42	\$1,959,524.17	\$250,888.13
Fringe Benefits	\$571,408.00	\$47,660.56	\$415,534.54	\$155,873.46	\$47,617.33	\$476,173.33	\$60,638.79
Travel (4120)	\$10,000.00	\$0.00	\$5,733.27	\$4,266.73	\$833.33	\$8,333.33	\$2,600.06
Equipment	\$35,000.00	(\$164.25)	\$25,900.75	\$9,099.25	\$2,916.67	\$29,166.67	\$3,265.92
Supplies	\$198,845.00	\$7,918.68	\$144,466.90	\$54,378.10	\$16,570.42	\$165,704.17	\$21,237.27
Contractual	\$292,100.00	\$0.00	\$139,820.00	\$152,280.00	\$24,341.67	\$243,416.67	\$103,596.67
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$30,381.00	\$0.00	\$34,647.73	(\$4,266.73)	\$2,531.75	\$25,317.50	(\$9,330.23)
Other (4122)	\$941,063.00	\$129,976.39	\$857,181.71	\$83,881.29	\$78,421.92	\$784,219.17	(\$72,962.54)
Total	\$4,430,226.00	\$458,330.48	\$3,331,920.94	\$1,098,305.06	\$369,185.50	\$3,691,855.00	\$359,934.06
T&TA	\$40,381.00	\$0.00	\$40,381.00	\$0.00	\$3,365.08	\$33,650.83	(\$6,730.17)
Total							
USDA Reimbursements through August 2023							\$84,089.63
Estimated USDA Reimbursement for September 2023							\$14,344.94
							<u>\$458,368.63</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$75,600.00

\$4.00

Further Analysis	
Number of children	465
Number of classrooms	26

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$170,393.31	\$17,628.10	\$128,150.81	\$14,199.44	\$141,994.42	\$13,843.62
Per Child	\$9,527.37	\$985.66	\$7,165.42	\$793.95	\$7,939.47	\$774.05

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$1,107,557.00	\$139,598.66	\$1,196,620.21	(\$89,063.21)

Early Head Start

Financial Report for the month of October 2023

(September 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>12 month program ending 11-30-2022</i>							
Personnel	\$144,584.00	\$16,205.37	\$104,106.19	\$40,477.81	\$12,048.67	\$120,486.67	\$16,380.48
Fringe Benefits	\$35,423.00	\$4,105.94	\$39,259.70	(\$3,836.70)	\$2,951.92	\$29,519.17	(\$9,740.53)
Travel (4120)	\$2,190.00	\$0.00	\$532.21	\$1,657.79	\$182.50	\$1,825.00	\$1,292.79
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$20,022.00	\$143.88	\$10,202.53	\$9,819.47	\$1,668.50	\$16,685.00	\$6,482.47
Contractual	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facilities / Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other (4120)	\$3,067.00	\$120.00	\$4,109.59	(\$1,042.59)	\$255.58	\$2,555.83	(\$1,553.76)
Other (4122)	\$57,920.00	\$2,207.12	\$32,095.80	\$25,824.20	\$4,826.67	\$48,266.67	\$16,170.87
Total	\$263,206.00	\$22,782.31	\$190,306.02	\$72,899.98	\$21,933.83	\$219,338.33	\$29,032.31
T&TA	\$5,257.00	\$120.00	\$4,641.80	\$615.20	\$438.08	\$4,380.83	(\$260.97)
Total							
USDA Reimbursements through August 2023							\$11,903.31
Estimated USDA Reimbursement for September 2023							\$2,033.86
							<u>\$42,969.48</u>
							Resulting (over)/under with USDA

* Total Over/Under without USDA

Accruals:

Actual year end payroll accrual \$7,200

Further Analysis	
Number of children	16
Number of classrooms	2

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
Per Classroom	\$131,603.00	\$11,391.16	\$95,153.01	\$10,966.92	\$109,669.17	\$14,516.16
Per Child	\$16,450.38	\$1,423.89	\$11,894.13	\$1,370.86	\$13,708.65	\$1,814.52

IN-KIND (Non-Federal Share)				
	<u>Needed</u>	<u>This month</u>	<u>Total</u>	<u>Still need</u>
	\$65,802.00	\$2,019.03	\$18,374.54	\$47,427.46

HEAD START and EHS NUTRITION PROGRAM

October 2023 Financial Report

For the month of September 2023

CACFP

		<u>Expenditures</u>	<u>Total To Date</u>
Operating Labor	\$	11,751.86	88,631.52
Administrative Labor		2,462.77	16,865.67
Food		14,179.19	110,777.13
Supplies & Equipment		968.08	9,370.10
Purchased Services		-	0.00
Financial Costs		-	0.00
Media Costs		-	0.00
Operating Org Cost		-	2,913.80
Other		-	517.15
Total	\$	29,361.90	\$ 229,075.37

****Operating Labor includes C5 and C6 money****

TDHS REVENUE		16,378.80	142,093.87
		(Income Starts October 2022)	

CSBG 2023

Financial Report for the month of October 2023

CSBG Current Program (September 2023 Expenditures)

% of contract	75%
% of money	63%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Community Services Block Grant (CSBG) 12 month program ending 12/31/2023</i>							
Personnel	\$134,686.20	21,451.43	\$113,723.75	\$20,962.45	\$11,223.85	\$101,014.65	(\$12,709.10)
Fringe Benefits	53,987.58	2,177.20	\$23,243.08	30,744.50	4,498.97	40,490.69	17,247.61
Travel*	9,010.50	83.08	\$1,767.88	7,242.62	750.88	6,757.88	4,990.00
Equipment	49,110.00	239.20	\$4,212.78	44,897.22	4,092.50	36,832.50	32,619.72
Supplies	15,746.44	123.91	\$4,403.60	11,342.84	1,312.20	11,809.83	7,406.23
Contractual	3,629.50	409.19	\$2,297.60	1,331.90	302.46	2,722.13	424.53
Other	134,187.48	14,976.70	\$108,614.38	25,573.10	11,182.29	100,640.61	(7,973.77)
Indirect Costs	43,114.30	0.00	\$21,772.00	21,342.30	3,592.86	32,335.73	10,563.73
Total	\$443,472.00	\$39,460.71	\$280,035.07	\$163,436.93	\$36,956.00	\$332,604.00	\$52,568.93

Future Payments \$0.00

CEAP 2023

Financial Report for the month of October 2023

CEAP Current Program (September 2023 Expenditures)

% of contract	75%
% of money	99%

<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>			
					Minimum	Maximum		
Administration*	\$258,248.00	0.00	\$258,248.00	\$0.00	7%	\$21,520.67 min	\$219,895.53 max	(\$38,352.47)
Household Crisis**	1,437,695.00	0.00	\$263,350.66	1,174,344.34		304,041.13 min	1,437,695.00 max	1,174,344.34
Utility Assistance**	1,437,695.00	(1,589.55)	\$2,777,060.66	(1,339,365.66)		304,041.13 min	1,437,695.00 max	(1,339,365.66)
Program Services	440,710.00	32,497.90	\$245,542.81	195,167.19	8%	36,725.83 min	262,876.33 max	17,333.52
Training Travel	2,500.00	0.00	\$2,500.00	0.00		0.00 min	2,500.00 max	0.00
Total	\$3,576,848.00	\$30,908.35	\$3,546,702.13	\$30,145.87		\$666,328.76	\$3,360,661.86	(\$186,040.27)

Future Payments \$0.00

*Cannot be over-budget by end of contract **Must be at least 10% of total expenditures

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments 7.3% Program Services with Future Payments 0

CSBG D 2023

Financial Report for the month of October 2023

CSBG D Current Program (September 2023 Expenditures)

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>
<i>CSBG D January 2023 thru September 30, 2023</i>				
Personnel	\$0.00	0.00	\$300.00	(\$300.00)
Fringe Benefits	0.00	0.00	\$533.19	(533.19)
Travel*	0.00	1,125.22	\$2,990.68	(2,990.68)
Equipment	0.00	0.00	\$0.00	0.00
Supplies	0.00	0.00	\$0.00	0.00
Direct Services to Clients	17,187.00	0.00	\$14,566.59	2,620.41
Other	5,714.00	0.00	\$2,779.26	2,934.74
Indirect Costs	0.00	0.00	\$0.00	0.00
Total	\$22,901.00	\$1,125.22	\$21,169.72	\$1,731.28

Future Payments 00.00

CEAP SUPPLEMENTAL 2023

Financial Report for the month of October 2023

CEAP Current Program (September 2023 Expenditures)

% of contract	75%
% of money	70%

	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>		<u>Contract Budget</u>				
						Minimum	Maximum			
<i>Comprehensive Energy Assistance Program (CEAP) 12 month program ending 12/31/2023</i>										
Administration*	\$97,868.00	9,546.61	\$61,410.71	\$36,457.29	6%	\$8,155.67	min	\$58,820.31	max	(\$2,590.40)
Household Crisis**	545,249.00	30,258.51	\$82,275.34	462,973.66		88,730.40	min	545,249.00	max	462,973.66
Utility Assistance**	545,249.00	205,695.99	\$805,028.62	(259,779.62)		88,730.40	min	545,249.00	max	(259,779.62)
Program Services	167,140.00	0.00	\$0.00	167,140.00	0%	13,928.33	min	70,984.32	max	70,984.32
Total	\$1,355,506.00	\$245,501.11	\$948,714.67	\$406,791.33		\$199,544.79		\$1,220,302.63		\$271,587.96

*Cannot be over-budget by end of contract **Must be at least 10% of total expenditures

Future Payments \$2,896.04

Compliance calculation used, Admin = 6.0% of total grant, Program Services = 6.25% of direct expenditures

Admin with Future Payments	6.5%	Program Services with Future Payments	107%
----------------------------	------	---------------------------------------	------

LOW INCOME WATER ASSISTANCE PROGRAM

Financial Report for the month of October 2023

LIWAP Current Program (September 2023 Expenditures)

% of contract	100%
% of money	89%

<u>Funding Source</u>	<u>Amount Funded</u>	<u>Expenditures</u>	<u>Total To Date</u>	<u>Balance</u>	<u>Monthly Budget</u>	<u>YTD Budget</u>	<u>(Over)/Under</u>
<i>Grant Administered From 01/01/2022 to 12/31/2023</i>							
Administration	\$83,090.00	0.00	\$45,260.32	\$37,829.68	\$3,956.67	\$83,090.00	\$37,829.68
Direct Services	479,425.00	(1,124.03)	\$506,189.17	(26,764.17)	22,829.76	479,425.00	(26,764.17)
Program Services	70,311.00	0.00	\$9,610.93	60,700.07	3,348.14	70,311.00	60,700.07
Total	\$632,826.00	(\$1,124.03)	\$561,060.42	\$71,765.58	\$30,134.57	\$632,826.00	\$71,765.58

Future Payments \$0.00

Community Services of Northeast Texas, Inc.
Credit Usage Report

Board Report -October 2023

Sam's Club

Purchases for September 2023		150.76
Payment due by 09/28/2023	Pd on 09/20/2023	<u>(150.76)</u>
Balance		-

American Express

Purchases for August 2023		1,314.15
Payment due by ---	Pd on 09/13/2023	<u>(1,314.15)</u>
Balance		-

Line of Credit

Program	VSN	CSBG A	TBRA
Highest September 2023 Balance	14,000.00	6,775.00	11,625.00
Current balance	14,000.00		
Exp pay off date	12/31/2023		


In House Line of Credit

Program	CEAP A	CSBG A	TRBA	LIHWAP	VSN
Highest September 2023 Balance	-	6,400.00		-	32,209.54
Current balance		6,400.00	520.00		22,800.00
Exp pay off date		10/31/2023	11/15/2023		12/31/2023

U.S. SMALL BUSINESS ADMINISTRATION LOAN

Maturity Date 06/15/2050
 156,702.78 as of 10/16/2023

Payment Information

	New Balance:	\$150.76
	Total Minimum Payment Due:	\$50.00
	Payment Due Date:	09/28/2023

Payments must be received by 5pm ET on 09/28/2023 if mailed, or by 11:59pm ET on 09/28/2023 for online and phone payments.

MEMBER SERVICE: For Account Information log on to SamsClubCredit.com/businesscard. This account is registered. See your online Administrator to get a User ID & Password. Or call toll-free 1-800-203-5764

To make a payment, please visit us online or mail your payment using the coupon below. Payments are also accepted at your local CheckFreePay* or MoneyGram locations*. * Fees may apply.

RECEIVED

SEP 13 2023

BY: _____

Account Summary

1-2

Previous Balance as of 08/09/2023	\$552.82	Credit Limit	\$1,700
Payments	- 552.82	Available Credit	\$1,549
Purchases/Debits	+ 150.76		
New Balance as of 09/08/2023	\$150.76		

31 Day Billing Cycle from 08/09/2023 to 09/08/2023

**Skip the checkout line
with Scan & Go shopping!**

Download the Sam's Club app.
Then select the Scan & Go feature.



Shop and scan.
Scan item barcodes as you go.



**Pay with your Sam's Club
Business Credit Card.***



Head to the door.
Show your digital receipt and go.

*Subject to credit approval.

Synchrony Bank does not provide, endorse or guarantee any Sam's Club services or policies.

CC Shelley

See what new items have landed at your club.

Visit SamsClub.com/NewItems or scan the QR code to check them out.



Transaction Detail

Date	Reference #	Description	Amount
Payments			
08/21	P9280007A01JKL1E0	PAYMENT - THANK YOU	-\$552.82
Purchases and Other Debits			
09/07	P9280007V015XD3AS	SAM'S CLUB 008295 TEXARKANA TX SAM'S/WAL-MART PURCHASE(S) Total for TOMMY HOOPER	\$150.76 \$150.76 \$150.76
Total Fees Charged This Period			\$0.00
Total Interest Charged This Period			\$0.00

1-2

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account. (v) = Variable Rate

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge	Balance Method
Purchases	N/A	29.99% (v)	\$0.00	\$0.00	2D

Cardholder News and Information

NOTICE: We may convert your payment into an electronic debit. See back of page one for details, Billing Rights and other important information.

Member News and Information

Interested in changing your due date for your Sam's Club® credit card account? Call the Credit Customer Service phone number, located on your billing statement and on the back of your Sam's Club® credit card, to determine eligibility and discuss available options.

Go green and support the environment with paperless statements! All you have to do is visit SamsClubCredit.com/businesscard to sign up. Register today to start receiving your statements online.

COMMUNITY COUNCIL OF CASS

ACCOUNT #: ~~6046 0020 3833 0674~~

DATE OF SALE #: 230907

P.O. #:

INVOICE#: 006930

AUTHORIZATION #: 000467

CLUB #: 8295

REFERENCE #: P9280007V015XD3AS

TRANSACTION #: 6930

REGISTER #: 3

S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
SALES TAX		1.000		\$0.0000	\$0.00
056289556	GOODNITES BOY L	4.000	EA	\$41.4400	\$165.76
060091735	SEPTEMBER 2023__5 O	3.000	EA	\$5.0000-	\$15.00-
SUB \$150.76		TAX \$0.00		TOTAL INVOICE	\$150.76
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$150.76



Corporate Purchasing Cardmember Report

Sign-up For Online Statements

www.americanexpress.com/gopaperless

Prepared For
DAN BOYD
CSNT INC

Account Number
XXXX-XXXX-21009

Closing Date
08/28/23

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$ Do Not Pay
4,822.48	2,270.95	0.00	4,822.48	956.80	1,314.15

For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at www.americanexpress.com/checkyourbill or call Customer Service at 1-800-492-4920.

Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXX-21009		
08/15/23 PAYMENT RECEIVED - THANK YOU 08/15	05612000000	-4,822.48
08/27/23 ✓Atlanta Marriott Mar Atlanta GA REF# 51209 4045210000 08/27/23 ROC NUMBER 51209	51209000000	1,125.22
08/27/23 ✓Atlanta Marriott Mar Atlanta GA REF# 51212 4045210000 08/27/23 ROC NUMBER 51212	51212000000	712.89
08/15/23 AMERICAN AIRLINES 800-433-7300 TX TKT# 0012454998815 AMERICAN AIR 08/14/23 PASSENGER TICKET MOREHEAD/MICHELLE AMERICAN AIRLINES AMERICAN AIRLINES 800-433-7300 TX FROM UNAVAILABLE TO CARRIER CLASS UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	20230815000	-478.40 Credit

000241 1/2

Continued on Page 3

Do not staple or use paper clips

Payment Coupon

Account Number
3796-566981-21009

Enter 15 digit account number on all payments.

MB 01 000241 61395 H 2 B



DAN BOYD
CSNT INC
304 E HOUSTON BX 427
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

RO4L9WR1 24023

000000758

(000)



Prepared For
DAN BOYD
CSNT INC

Account Number
 XXXX-XXXX-121089

Closing Date
 08/28/23

Activity Continued

				Reference Code	Amount \$
08/15/23	AMERICAN AIRLINES	800-433-7300	TX	20230815000	-478.40
	TKT# 0012454998816	AMERICAN AIR	08/14/23		Credit
	PASSENGER TICKET				
	MOREHEAD/MATHEW	AMERICAN AIRLINES			
	AMERICAN AIRLINES	800-433-7300	TX		
	FROM				
	UNAVAILABLE				
	TO	CARRIER CLASS			
	UNAVAILABLE	YY 00			
	TO				
	UNAVAILABLE	YY 00			
	TO				
	UNAVAILABLE	YY 00			
	TO				
	UNAVAILABLE	YY 00			
08/05/23	✓CAMBRIA HOTEL AUSTIN AUSTIN		TX	73494427000	432.84
	FOL# 73494427	LODGING	08/04/23		
	ARRIVAL DATE DEPARTURE DATE				
	08/02/23 08/04/23 00				
	ROC NUMBER 73494427				
Total for DAN BOYD				New Charges/Other Debits	2,270.95
				Payments/Other Credits	-5,779.28

000241 2/2

760

CHECK REGISTER FOR SEPTEMBER 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78490	9/6/2023	ABERNATHY COMPANY	2,082.45	Cleaning Supplies
78491	9/6/2023	ABILA	1,085.12	Software Support
78492	9/6/2023	AT&T	996.16	Utilities - Phone / Internet
78493	9/6/2023	B & S TRUE VALUE HARDWARE	51.82	Bldg Maint - Bldg Supplies
78494	9/6/2023	BEN E KEITH CO	4,072.72	Head Start Grocery
78495	9/6/2023	BLUE CROSS BLUE SHIELD	41,127.99	Employee Insurance
78496	9/6/2023	BOBBY'S B&G AUTOMOTIVE INC.	362.85	Vehicle Repair
78497	9/6/2023	BRENDA DAVIS	80.84	Employee Reimbursement
78498	9/6/2023	CANDICE SCHMIDT	85.14	Employee Reimbursement
78499	9/6/2023	CENTERPOINT ENERGY ENTEX	101.12	Utilities - Power
78500	9/6/2023	CHARLOTTE HALL	236.52	Employee Reimbursement
78501	9/6/2023	CITY OF HUGHES SPRINGS	264.93	Utilities - City Svcs
78502	9/6/2023	CITY OF JEFFERSON WATER	55.50	Utilities - City Svcs
78503	9/6/2023	CITY OF NEW BOSTON	24.08	Utilities - City Svcs
78504	9/6/2023	CITY OF PITTSBURG	356.07	Client Assistance
78505	9/6/2023	CLUBBS PLUMBING	135.00	Bldg Maint - Maintenance
78506	9/6/2023	COLEMAN MOTORS, INC.	2,141.17	Vehicle Repair
78507	9/6/2023	DAN BOYD	82.68	Employee Reimbursement
78508	9/6/2023	DAN BOYD	20.00	Employee Reimbursement
78509	9/6/2023	GUARDIAN	6,071.37	Employee Insurance
78510	9/6/2023	HUMPHREY AIR CONDITIONING LLC	787.00	Bldg Maint - AC Maint
78511	9/6/2023	MCI	67.08	Utilities - Phone / Internet
78512	9/6/2023	MOUNTAIN VALLEY OF TEXARKANA	323.75	Bottle Water
78513	9/6/2023	MY ALARM CENTER, LLC.	42.79	Bldg Maint - Alarm Svcs
78514	9/6/2023	RELIABLE ALARM SERVICE, LLC	45.00	Bldg Maint - Alarm Svcs
78515	9/6/2023	REPUBLIC SERVICES #070	105.28	Utilities - Trash
78516	9/6/2023	S.W. ARKANSAS TELE. CO-OP	244.05	Utilities - Phone / Internet
78517	9/6/2023	TOSHIBA FINANCIAL SERVICES	1,717.00	Copiers - Lease / Copy charges
78518	9/6/2023	TRICO LUMBER CO.	422.51	Bldg Maint - Bldg Supplies
78519	9/6/2023	AEP-SWEPKO-EA	1,224.85	Client Assistance
78520	9/6/2023	CASTLE FAMILY DENTAL	4,000.00	Client Assistance
78521	9/6/2023	RELIANT ENERGY	145.24	Client Assistance
78522	9/13/2023	ADT SECURITY SERVICES	119.97	Bldg Maint - Alarm Svcs
78523	9/13/2023	AMERICAN EXPRESS	1,314.15	Travel and Supplies
78524	9/13/2023	AMY PERALES	144.48	Employee Reimbursement
78525	9/13/2023	ANGELA JACKSON	40.58	Employee Reimbursement
78526	9/13/2023	ATLANTA UTILITIES	1,095.79	Client Assistance
78527	9/13/2023	BEN E KEITH CO	3,331.94	Head Start Grocery
78528	9/13/2023	BI-COUNTY WATER SUPPLY CORP.	765.00	Client Assistance
78529	9/13/2023	BLOOMBURG WATER SUPPLY	55.19	Client Assistance
78530	9/13/2023	CARCO GROUP INC	229.50	Employee Background
78531	9/13/2023	CENTERPOINT ENERGY ENTEX	61.60	Utilities - Power
78532	9/13/2023	CITY OF CLARKSVILLE WATER DEPT	255.00	Client Assistance
78533	9/13/2023	CITY OF DAINGERFIELD	255.00	Client Assistance
78534	9/13/2023	City of Hooks	255.00	Client Assistance
78535	9/13/2023	CITY OF LINDEN	255.00	Client Assistance
78536	9/13/2023	CITY OF MARIETTA	255.00	Client Assistance
78537	9/13/2023	CITY OF MOUNT PLEASANT	3,315.00	Client Assistance
78538	9/13/2023	CITY OF MOUNT VERNON	510.00	Client Assistance
78539	9/13/2023	CITY OF NAPLES	765.00	Client Assistance
78540	9/13/2023	CITY OF NEW BOSTON	425.00	Client Assistance
78541	9/13/2023	CITY OF OMAHA	322.26	Client Assistance
78542	9/13/2023	CITY OF PITTSBURG	1,414.81	Client Assistance
78543	9/13/2023	CITY OF SULPHUR SPRINGS WATER DEPARTMENT	255.00	Client Assistance
78544	9/13/2023	CYPRESS SPRINGS SUD	765.00	Client Assistance
78545	9/13/2023	EASTERN CASS WATER SUPPLY CO	255.00	Client Assistance
78546	9/13/2023	ETEX TELEPHONE CORP, INC.	541.20	Utilities - Phone / Internet
78547	9/13/2023	GREG'S MIRACLE MART	325.10	Vehicle Fuel

CHECK REGISTER FOR SEPTEMBER 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78548	9/13/2023	HEALTHJOY LLC	966.00	Employee Insurance
78549	9/13/2023	HOPE FIRE EXTINGUISHER SERVICE, INC/ KLEEN KINC	28.95	Bldg Maint - Alarm Svcs
78550	9/13/2023	KIM'S CONVENIENCE STORES	154.34	Vehicle Fuel
78551	9/13/2023	LAKESHORE LEARNING MATERIALS	645.05	HS Classroom supplies
78552	9/13/2023	Minol	255.00	Client Assistance
78553	9/13/2023	MONARCH UTILITIES	255.00	Client Assistance
78554	9/13/2023	MOORE PEST CONTROL	165.00	Bldg Maint - Pest control
78555	9/13/2023	NEW BOSTON SERVICE CO LLC	96.50	Bldg Maint - Maintenance
78556	9/13/2023	ODP BUSINESS SOLUTIONS, LLC	1,699.56	Office Supplies
78557	9/13/2023	OFFENHAUSER & CO	1,275.00	HS Insurance
78558	9/13/2023	PITTSBURG CORNER EXPRESS	344.53	Vehicle Fuel
78559	9/13/2023	RMA TOLL PROCESSING	16.94	Vehicle Repair
78560	9/13/2023	SCHOOL HEALTH CORPORATION	204.55	HS Classroom supplies
78561	9/13/2023	SKAGGS TRAVEL STOPS INC.	192.00	Vehicle Fuel
78562	9/13/2023	SOUTHWESTERN ELECTRIC POWER	663.07	Utilities - Power
78563	9/13/2023	STAPLES BUSINESS CREDIT	3,177.01	Office Supplies
78564	9/13/2023	TEACHSTONE TRAINING LLC	563.30	HS Classroom supplies
78565	9/13/2023	WILLIAM MICHAEL BERRY	521.50	Bldg Maint - AC Maint
78566	9/13/2023	WILLIAM V. MACGILL	307.32	HS Classroom supplies
78567	9/13/2023	WINDSTREAM	289.71	Utilities - Phone / Internet
78568	9/13/2023	XEROX CORPORATION	1,029.86	Copiers - Lease / Copy charges
78569	9/20/2023	ADT SECURITY SERVICES	119.97	Bldg Maint - Alarm Svcs
78570	9/20/2023	AEP-SWEPKO-EA	1,146.53	Client Assistance
78571	9/20/2023	ALFORD AIR CONDITIONING & HEATING LLC	2,274.52	Client Assistance
78572	9/20/2023	ALMA HARRISON	22.00	Employee Reimbursement
78573	9/20/2023	AREA WIDE PROPERTIES	1,400.00	Rent
78574	9/20/2023	AT&T	82.43	Utilities - Phone / Internet
78575	9/20/2023	ATLANTA ISD	700.00	Rent
78576	9/20/2023	ATMOS ENERGY	47.00	Client Assistance
78577	9/20/2023	BOWIE CASS	2,344.74	Client Assistance
78578	9/20/2023	BURTON'S HEAVY TRUCK BODY SHOP, INC	16,343.03	Vehicle Repair
78579	9/20/2023	CENTERPOINT ENERGY	51.96	Client Assistance
78580	9/20/2023	CENTERPOINT ENERGY ENTEX	117.16	Utilities - Power
78581	9/20/2023	CHARLOTTE HALL	15.37	Employee Reimbursement
78582	9/20/2023	CITY OF DAINGERFIELD	92.02	Client Assistance
78583	9/20/2023	CSNT ORG PAYEE	312.00	Client Assistance
78584	9/20/2023	ETEX TELEPHONE CORP, INC.	5,548.07	Utilities - Phone / Internet
78585	9/20/2023	Geraldine Best	500.00	Client Assistance
78586	9/20/2023	GLENN B. LANIER	240.00	Rent
78587	9/20/2023	HAMILTON PROPERTIES	216.00	Client Assistance
78588	9/20/2023	HEALTHCARE EXPRESS LLP	622.00	Employee Insurance
78589	9/20/2023	HESS OUTLET	45.00	Client Assistance
78590	9/20/2023	HOUSING AUTHORITY OF TEXARKANA, TX	500.00	Rent
78591	9/20/2023	HUGHES SPRINGS ISD	800.00	Rent
78592	9/20/2023	JIMMIE RAY AYERS	800.00	Rent
78593	9/20/2023	KALEY R. THOMPSON	40.58	Employee Reimbursement
78594	9/20/2023	LARRY WRIGHT	390.00	Client Assistance
78595	9/20/2023	LINDEN FUEL CENTER	1,404.90	Vehicle Fuel
78596	9/20/2023	MOUNT PLEASANT HOUSING AUTHOURITY	316.00	Client Assistance
78597	9/20/2023	MOUNTAIN VALLEY OF TEXARKANA	277.50	Bottle Water
78598	9/20/2023	R. MORGAN, LLC	950.00	Rent
78599	9/20/2023	SAM'S CLUB	150.76	HS Classroom supplies
78600	9/20/2023	SMALL BUSINESS ADMINISTRATION	641.00	Rent
78601	9/20/2023	SOUTHWESTERN ELECTRIC POWER	4,410.17	Utilities - Power
78602	9/20/2023	SUDDENLINK	68.81	Client Assistance
78603	9/20/2023	TEXANA CEAP A	57.68	Journal Correction
78604	9/20/2023	TEXANA CSBG A	10.18	Journal Correction
78605	9/20/2023	TEXARKANA INDEPENDENT SCHOOL DISTRICT	3,882.00	Rent

CHECK REGISTER FOR SEPTEMBER 2023

Check Number	Effective Date	Vendor Name	Check Amount	Description
78606	9/20/2023	THE RESIDENCES ON STILLHOUSE ROAD	1,920.00	Client Assistance
78607	9/20/2023	TORI DALLAS KINGS LLC	1,323.00	Client Assistance
78608	9/20/2023	TRI SPECIAL UTILITY DISTRICT	41.74	Client Assistance
78609	9/20/2023	TURNER DAVID K	1,000.00	Rent
78610	9/20/2023	TXU-ASSISTANCE GROUP	176.46	Client Assistance
78611	9/20/2023	VERIZON WIRELESS	2,637.47	Utilities - Phone / Internet
78612	9/20/2023	WILLIAM MICHAEL BERRY	320.00	Bldg Maint - AC Maint
78613	9/20/2023	WILLIAMS CHAPEL BAPTIST CHURCH	1,000.00	Rent
78614	9/20/2023	WILLIE MITCHELL, JR.	1,080.00	HS Training
78615	9/20/2023	WINDSTREAM	434.18	Utilities/ Client Assistance
78616	9/27/2023	ABILA	1,085.12	Software Support
78617	9/27/2023	ADA RENTALS, LLC	444.00	Client Assistance
78621	9/27/2023	AEP-SWEPSCO-EA	42,227.14	Client Assistance
78622	9/27/2023	AMBIT ENERGY	2,029.88	Client Assistance
78623	9/27/2023	ATMOS ENERGY	2,218.14	Client Assistance
78624	9/27/2023	BEN E KEITH CO	3,512.39	Head Start Grocery
78625	9/27/2023	BLUE MARLIN INVESTMENT PROPERTIES, LLC	830.00	Client Assistance
78626	9/27/2023	BOB GATES	650.00	Client Assistance
78627	9/27/2023	BOWIE CASS	11,378.96	Client Assistance
78628	9/27/2023	Brad Sears Rentals	865.00	Client Assistance
78629	9/27/2023	BRANDON ELLIOTT	500.00	Client Assistance
78630	9/27/2023	CENTERPOINT ENERGY	4,585.18	Client Assistance
78631	9/27/2023	CENTERPOINT ENERGY ENTEX	57.52	Utilities - Power
78632	9/27/2023	CHAD CLEMENTS	602.00	Client Assistance
78633	9/27/2023	CITY OF LINDEN	817.59	Utilities/ Client Assistance
78634	9/27/2023	CITY OF MOUNT VERNON	56.50	Client Assistance
78635	9/27/2023	DAINGERFIELD - LONE STAR ISD	165.00	HS Staff Meals
78636	9/27/2023	DIRECT ENERGY	2,400.00	Client Assistance
78637	9/27/2023	Heartland Village	659.00	Client Assistance
78638	9/27/2023	HIEM Legacy Corp (Magnolia Garden)	2,769.00	Client Assistance
78639	9/27/2023	HOPE FIRE EXTINGUISHER SERVICE	355.00	Bldg Maint - Fire Extinguisher
78640	9/27/2023	JIMMY MITCHELL	899.00	Client Assistance
78641	9/27/2023	JUST ENERGY	5,046.38	Client Assistance
78642	9/27/2023	KATHY JO RODGERS	298.00	Client Assistance
78643	9/27/2023	KAYE NELMS PETTY CASH CUSTODIAN	28.79	Petty Cash
78644	9/27/2023	LAURIE STIGER	466.00	Client Assistance
78645	9/27/2023	MARGARETT JOHNSON	1,400.00	Client Assistance
78646	9/27/2023	MARIA B GUERRERO	500.00	Client Assistance
78647	9/27/2023	MICHELLE MOREHEAD	236.56	Travel Per Diem
78648	9/27/2023	MOTE HOLDINGS, LLC	600.00	Client Assistance
78649	9/27/2023	NAPLES TIRES LLC	8.99	Vehicle Repair
78650	9/27/2023	NARROW PATH PROPERTY MANAGEMENT	695.00	Client Assistance
78652	9/27/2023	ODP BUSINESS SOLUTIONS, LLC	2,684.62	Office Supplies
78653	9/27/2023	PAM MCMICHEAL	471.00	Client Assistance
78654	9/27/2023	PRIMROSE ESTATES	349.00	Client Assistance
78655	9/27/2023	PTL VILLAGE LLC	620.00	Client Assistance
78656	9/27/2023	QUEEN CITY WATERWORKS	211.00	Client Assistance
78657	9/27/2023	RELIABLE MANAGEMENT	600.00	Client Assistance
78658	9/27/2023	RELIANT ENERGY	7,034.42	Client Assistance
78659	9/27/2023	ROGERS TROPHY & SIGN CO., INC.	79.25	Volunteer
78660	9/27/2023	SOUTHWESTERN ELECTRIC POWER	2,062.40	Utilities - Power
78661	9/27/2023	STREAM	2,624.72	Client Assistance
78662	9/27/2023	TEXARKANA WATER UTILITIES	2,628.58	Client Assistance
78663	9/27/2023	THE RESIDENCES ON STILLHOUSE ROAD	1,422.00	Client Assistance
78664	9/27/2023	TOMMY HOOPER	40.00	Employee Reimbursement
78665	9/27/2023	TOMMY HOOPER PETTY CASH CUSTODIAN	100.50	Petty Cash
78666	9/27/2023	TORI DALLAS KINGS LLC	441.00	Client Assistance
78667	9/27/2023	TXU-ASSISTANCE GROUP	10,634.04	Client Assistance

1045 - TEXANA
ACCOUNTS
PAYABLE
DISBURSEMENT
2

CHECK REGISTER FOR SEPTEMBER 2023

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
78668	9/27/2023	UPSHUR RURAL ELEC. CORP.	4,863.63	Client Assistance
78669	9/27/2023	WAYNE KERBY	576.00	Client Assistance
78670	9/27/2023	WINDSTREAM	97.09	Utilities - Phone / Internet
78671	9/27/2023	WOODBRIAGE APARTMENTS	490.00	Client Assistance

1080 - TEXANA
NEW PAYROLL
CASH ACCOUNT

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	
6547	9/19/2023	BRENDA ORTEGA	<u>782.55</u>	Final Check
Report Total			<u><u>282,805.01</u></u>	

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 9/30/2023

Assets

CASH IN BANK CHECKING	0.00
HEAD START CHECKING	0.00
DHS MEALS CHECKING	0.00
CSBG/CEAP/WX CHECKING	0.00
WEATHERIZATION CHECKING	0.00
DISBURSEMENTS CHECKING	0.00
FEMA CHECKING	0.00
ETCOG CHECKING	0.00
OLD - CEAP CHECKING (Do Not Use)	0.00
CEAP CHECKING (Do Not Use)	0.00
PAYROLL CASH ACCOUNT	0.00
IP Grant Checking	0.00
HOUSING CHECKING	0.00
LOCAL ADMIN CHECKING	0.00
CASH DONATIONS - LINDEN	0.00
CSBG Checking	0.00
CEAP Checking	0.00
Upshur Rural Checking	0.00
TLC Checking	0.00
CSBG 2012 SP	0.00
JEFFERSON CHECKING	0.00
BECKVILLE SR. CHECKING	0.00
CARTHAGE SR. CHECKING	0.00
HALLSVILLE SR. CHECKING	0.00
MARSHALL SR. CHECKING	0.00
WESTEND CHECKING	0.00
PITTSBURG SR. CHECKING	0.00
WASKOM SR. CHECKING	0.00
NEWSOME SR. CHECKING	0.00
CEAP UB CASH ACCOUNT	0.00
SALVATION ARMY CHECKING	1,833.32
HS ARRA CHECKING	0.00
CSBG ARRA CHECKING	0.00
CHILD CARE WELLNESS CHECKING	0.00
CSBG UB CHECKING	0.00
PARENT FUND CHECKING	0.00
CBA UNITED HEALTH	0.00
CBA CIGNA HEALTH SPRING	0.00
CSBG DISCRETIONARY	0.00
TEXANA ACCOUNTS PAYABLE DISBURSEMENT	639.10
TEXANA ACCOUNTS PAYABLE DISBURSEMENT 2	25,886.12
NEW DISBURSEMENT CHECKING	(95,655.65)
TEXANA CSBG A CHECKING	416.97
TEXANA CSBG B CHECKING	6,096.60
TEXANA CSBG DISCRETIONARY CHECKING	8,671.98
TEXANA HEAD START CHECKING	1,042.50
TEXANA CEAP A CHECKING	41,633.38

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 9/30/2023

TEXANA CEAP B CHECKING	3,840.47
TEXANA CBA UNITED HEALTH CARE CHECKING	0.00
TEXANA CBA CIGNA HEALTH SPRING CHECKING	0.00
TEXANA UPSHUR RURAL CHECKING	23,407.44
TEXANA TLC CHECKING	62,229.21
TEXANA LOCAL ADMINISTRATIVE CHECKING	98,385.69
TEXANA PAYROLL CASH ACCOUNT	0.00
TEXANA CLIENT FUNDS FOR SSA BENEFITS	1,870.81
TEXANA TBRA CHECKING	2.61
TEXANA POSTAL ACCOUNT CHECKING	128.94
TEXANA VET SERVICES NOW	9.33
TEXANA BANK YOUTH EMPOWERMENT CHECKING	20,671.68
TEXANA CSBG CARES CHECKING	3.63
TEXANA CEAP CARES CHECKING	16,924.08
TEXANA NEW PAYROLL CASH ACCOUNT	20,367.85
TEXANA EARLY HEAD START CHECKING	441.33
TEXANA CEAP ARP CHECKING	1.80
TEXANA INDIRECT COST RATE CHECKING	385,901.05
TEXANA ATMOS ENERGY 'SHARE THE WARMTH' PROGRAM CHECKING	21,668.31
TEXANA ORGANIZATION PAYEE FUNDS	1,692.00
TEXANA LOW INCOME HOUSEHOLD WATER ASSISTANCE CHECKING	935.99
TEXANA TEXAS HOMEOWNER ASSISTANCE FUND	0.52
ACCOUNTS RECEIVABLE - AISD	0.00
ACCOUNTS RECEIVABLE - Employee Reimbursement	0.00
ACCOUNTS RECEIVABLE - LKISD	0.00
ACCOUNTS RECEIVALBE - BISD	0.00
ACCOUNTS RECEIVABLE	0.00
GRANT RECEIVABLE	120,461.06
GRANT RECEIVABLE-ATC	0.00
GRANT RECEIVABLE-TIT	0.00
INDIRECT COST RECEIVABLE	95,655.65
EMPLOYEE ADVANCE	0.00
GRANTS RECEIVABLE - USDA	16,378.80
PROMISES TO GIVE	0.00
DUE FROM OTHER FUNDS	0.00
DUE FROM DHS MEALS	0.00
DUE FROM WEATHERIZATION	0.00
DUE FROM FEMA	0.00
DUE FROM ETCOG	0.00
DUE FROM CEAP	0.00
DUE FROM DHS TRANSPORTATION	0.00
DUE FROM HOUSING	0.00
DUE FROM LOCAL ADMIN	0.00
RENTAL HOME DEPOSITS	0.00
PREPAID RENT	9,754.50
Prepaid Expense	0.00
PREPAID WORKERS COMP	0.00
PREPAID INSURANCE	8,811.10
PREPAID MAINTENANCE	0.00
Total Current Assets	900,108.17

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 9/30/2023

Long Term Assets

PROPERTY & EQUIPMENT	2,970,070.51
LAND	0.00
BUILDINGS	0.00
EQUIPMENT	0.00
ACCUMULATED DEPRECIATION	(1,528,217.26)

Total Assets 2,341,961.42

Current Liabilities

ACCOUNTS PAYABLE	0.00
ACCOUNTS PAYABLE-OLD BOX	0.00
ACCOUNTS PAYABLE - REALWORLD	0.00
ACCOUNTS PAYABLE - ACCR & ADJ	0.00
ACCOUNTS PAYABLE - VALLEY	0.00
GRANT PAYABLE	0.00
NEW ACCOUNTS PAYABLE	0.00
TEXANA ACCOUNTS PAYABLE	209,469.67
STATE UNEMPLOYMENT TAXES	0.00
Sales Tax Payable	0.00
WORKERS COMP PAYABLE	0.00
SUPPLEMENTAL INSURANCE PAYABLE	0.00
EMPLOYEE PORTION HLTH INS PAYABLE	0.00
Employee Insurance Repayment	0.00
Short Term Disability Payable	0.00
Long Term Disability Payable	0.00
DENTAL INSURANCE PAYABLE	0.00
VISION INSURANCE PAYABLE	0.00
CAFETERIA PLAN PAYABLE	0.00
AUL CONTRIBUTIONS PAYABLE	0.00
LIFE/DISABILITY INSURANCE	0.00
COBRA PREMIUMS PAYABLE	0.00
RETIREMENT PAYABLE	0.00
GARNISHED WAGES PAYABLE	0.00
INSURANCE W/H	0.00
MISCELLANEOUS PAYABLE	0.00
PAYROLL LIABILITIES - AUDIT	0.00
ACCRUED LIABILITIES	0.00
NOTE PAYABLE	168,400.00
DEFERRED REVENUE	0.00
RECIPROCAL ADJUSTMENT - ACCT 2000	0.00
RECIPROCAL ADJUSTMENT - ACCOUNT 2007	0.00
ACCRUED INTEREST PAYABLE	0.00
ACCRUED PAYROLL	64,042.12
ACCRUED VACATION	77,539.91
CONTIGENT LIABILITY	0.00
CONTINGENCY WX-QUESTIONED COST	0.00
DUE TO OTHER FUNDS	0.00
DUE TO HEADSTART	0.00
DUE TO DHS MEALS	0.00
DUE TO CSBG	0.00

COMMUNITY SERVICES OF NORTHEAST TEXAS

Balance Sheet

As of 9/30/2023

DUE TO FEMA	0.00
DUE TO DHS TRANSPORTATION	0.00
DUE TO LOCAL ADMIN	0.00
DUE TO STATE	0.00
Total Current Liabilities	<u>519,451.70</u>
Net Assets	
NET ASSETS	69,642.18
NET ASSETS - EQUIPMENT	0.00
NET ASSETS - NON FEDERAL	0.00
NET ASSETS - SFSP	0.00
NET ASSETS - CHIPS	0.00
NET ASSETS - PROPERTY	0.00
PRIOR PERIOD ADJUSTMENTS	0.00
Total Current Net Assets	<u>69,642.18</u>
Excess Revenues over Expenditures	<u>1,752,867.54</u>
Total Liabilities and Net Assets	<u>2,341,961.42</u>



CSNT Head Start Volunteer Rates

Effective 12-1-23

Occupation	Rate	Rate Calculation	Job Summary
Bookkeeper	\$16.11 per hour	Average of highest and lowest paid employees in Finance (excluding Finance Director). With 25% for fringe benefits, not included in total.	Assist with performing a variety of complex accounting clerical duties that require an understanding of established accounting procedures. Responsibilities may include reconciling accounts and posting to end balances on general ledgers.
Consultant/Trainer	OPEN		A set rate has not been designed for individuals that are providing consultant or training to staff and/or parents. Individual(s) conducting these types of services will determine the rate.
Cook	\$10.38 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assist with preparing meals for group settings and planning menus. Keep food service area and preparation utensils clean and orderly.
Data Entry Clerk	\$10.00 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with operating data entry terminals to record and verify a variety of routine data: may maintain a database.
Office Assistant	\$11.50 per hour	No employee in this position at this time. With 25% for fringe benefits, not included in total.	Assist with performing routine clerical support for functional groups; including copying, distributing mail, performing simple calculations, maintaining records and files.
Custodian	\$10.25 per hour	Average of highest and lowest paid employees in this position. With 25% for fringe benefits, not included in total.	Assist with keeping Head Start facilities in clean and orderly condition; sweeps and mops floors, empties trash, cleans restrooms, and performs related maintenance activities.

Policy Council Governing Board	\$19.75 per hour Policy Council \$31.46 per hour Governing Board	Average highest and lowest paid employee for the Head Start Management Staff. With 25% for fringe benefits, not included in total. The Governing Board average was taken from the hourly wages of the Head Start Administrative staff salaries.	Along side the Head Start Director and the Executive Director the members of the Policy Council and Governing Board provide assistance in decisions about the development, planning, and operation of the Head Start Program.
Receptionist	\$10.00 per hour	No employee in this position at this time. Based on starting rate of a new employee. With 25% for fringe benefits, not included in total.	Assist with greeting and directing visitors either in person or on the telephone; take messages, answers general inquiries; may perform a variety of clerical tasks.
Teacher Assistant	\$11.50 per hour	Average of highest and lowest paid employee in this position. With 25% for fringe benefits, not included in total.	Assists teaching staff with the day-to-day classroom activities and setting up classrooms. Other duties may include serving as field trip chaperon.
Other Parent Activities	\$10.00 per hour	CSNT Head Start minimum wage of \$9.00. With 25% for fringe benefits not included in the total	Assisting with or attending any Head Start sponsored activities.
Bus Driver	\$12.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Must have a valid CDL driver license with type S endorsement and Texas School Bus Transportation Certification to drive a Head Start bus.
Social Worker/Family Service Worker	\$15.00 per hour	Average of highest and lowest paid in this position. With 25% for fringe benefits, not included in total.	Assists Family Services with general duties. (Volunteers in this position are not allowed to perform any confidential tasks.)
Mileage Rate	*.655		*Current rate for mileage (Subject to change)

These hourly rates are based on actual payroll figures for CSNT employees as of 10-11-23.



2024 CA Update Summary of Key Priority Area 1



Demographics

Key Priority Area One

- 1-1 Geographic Locations
- 1-2 Racial/Ethnic Composition
- 1-3 Estimated Numbers
- 1-4 Estimated Languages Spoken

SUMMARY

	POPULATION HAS HAD A SLIGHT DECREASE
	146,135 PEOPLE LIVE IN THE SERVICE AREA
	62.33% OF SERVICE AREA IS RURAL AND 37.66% IS URBAN
	12.46% POPULATION IS HISPANIC (OVER .44% INCREASE)
	5.92% OF THE POPULATION IS UNDER 4 YRS OF AGE (.24 Decrease)
	46.6 IS THE MEDIAN AGE IN THE SERVICE AREA (5 year increase)

3.00%
5+ Population with Limited English Proficiency

50.83%
Service Area Female Population

5.41%
of Population Foreign Born

26.5
Median Age of Hispanic Population

30.06%
Service Area Households w/Children

83.31%
Households w/ Access to High Speed Internet

Fast Fact
CSNT Service Area Population Density
Estimated at 62 persons per square mile (less than Texas at 110 and the United States at 93 persons)



2024 CA Update Summary of Key Priority Area 2









HOMELESSNESS

Key Priority Area Two

2-1 Homelessness

SUMMARY

-  In 2022, AT ANY POINT-IN-TIME, TEXAS HAD 18,579 HOMELESS INDIVIDUALS
-  AN ESTIMATED 5,853 FAMILIES WITH CHILDREN WERE HOMELESS IN TEXAS IN 2021
-  8 IN EVERY 10,000 PEOPLE WERE HOMELESS IN TEXAS DURING 2022
-  799 ESTIMATED HOMELESS UNACCOMPANIED YOUTH
-  1,226 ESTIMATED CHRONICALLY HOMELESS INDIVIDUALS IN TEXAS
-  4,812 ESTIMATED HOMELESS VETERANS IN TEXAS

40.5% Increase in Homeless Individuals
2.52% Region 8 ESC Students Experienced Homelessness
7.4% Head Start Children Experienced Homelessness
5.6% Homeless Children in Service Area 2022
Homelessness in Texas rose after COVID 2022
1,711 People in Texas Chronically Homelessness
Fast Fact On a Single Night in 2022, an estimated 582,462 people in the United States were experiencing homelessness (3 in 10 were families)



2024 CA Update Summary of Key Priority Area 3



Foster Care Information

Key Priority Area Three

3-1 Children In Service Area

SUMMARY

➡ 29 PUBLIC SCHOOL CHILDREN IN SERVICE AREA WERE IN FOSTER CARE

➡ 722 CHILDREN IN THE SERVICE AREA HAD PARENTS CONNECTED TO THE MILITARY

➡ 73% OF THE CHILDREN IN SERVICE AREA WERE CONSIDERED ECONOMICALLY DISADVANTAGED

➡ 2,214 PUBLIC SCHOOL CHILDREN WERE DYSLEXIC IN THE SERVICE AREA

➡ 3,692 PUBLIC SCHOOL CHILDREN IN THE SERVICE AREA HAD A DIAGNOSED DISABILITY

➡ 92.99% OF PUBLIC SCHOOL CHILDREN WERE ELIGIBLE UNDER TITLE 1

29
Children in Foster Care
Camp & Cass Counties

465
Bowie County Military
Families

5,434
Children in Cass County
Eligible Under Title 1

167
Morris County English
Language Learners

1,707
Children in Service Area
Gifted & Talented

Region 8 Had 110
Children in Foster Care
In the Service Area

Fast Fact
According to the Texas
Education Agency the State of
Texas had 12,265 Children In
the Foster Care System in the
2022- 2023 School Year.



2024 CA Update Summary of Key Priority Area 4









Children With Disabilities

Key Priority Area Four

4-1 Children with Disabilities

SUMMARY

-  10.7% OF CHILDREN ENROLLED IN CSNT HAD A DISABILITY 2022-2023
-  14.8% SCHOOL ENROLLMENT WITH A DISABILITY 2021-2022
-  17.7% OF THE POPULATION IN THE SERVICE AREA HAD A DISABILITY
-  5.3% OF THE POPULATION IN THE SERVICE AREA UNDER 18 HAD A DISABILITY
-  4.4% OF CHILDREN UNDER 18 IN TEXAS HAD A DISABILITY
-  11.5% OF POPULATION IN TEXAS HAD A DISABILITY

3,692 Students In Service Area Diagnosed with a Disability

2,734 Students Diagnosed With a Learning Disability

1,699 Students Diagnosed With a Speech Impairment

944 Students Diagnosed With Autism

388 Students Diagnosed With Emotional Disturbance

923 Students Diagnosed With Intellectual Disability

Fast Fact
CSNT Head Start works with Local Education Agencies in the Service Area to provide Disability Services to Head Start Children.



2024 CA Update Summary of Key Priority Area 5



Socio-Economic Factors

Key Priority Area Five

- 5-1 Education Levels
- 5-2 Health Statistics
- 5-3 Nutrition Information
- 5-4 Social Service Needs

SUMMARY

	11.5% OF PERSONS LIVING IN THE SERVICE AREA HAD NO HIGH SCHOOL DIPLOMA
	104 DIRECT CARE PHYSICIANS WITHIN THE SERVICE AREA
	25% OF ADULTS REPORTED FAIR OR POOR HEALTH
	27% OF POPULATION IN SERVICE AREA HAS TESTED POSITIVE FOR COVID
	21% OF ADULTS WITHIN THE SERVICE AREA SMOKED
	19% OF ADULTS WITHIN THE SERVICE AREA DRANK EXCESSIVELY

12.6% SNAP Recipients in the Service Area
59.8% Students Eligible For Free Lunches
70.4% of Children Under 18 Receiving Medicaid
19.0% of Head Start Children Were Obese
9.1% Low-Birth Weights In Service Area
9.6% Population Under 18 With No Health Insurance
Fast Fact 23.5% of population under age 18 in the service area are living at or below the Federal Poverty Level.



2024 CA Update Summary of Key Priority Area 6



Other Child Care Providers

7

ISD Partnerships

1

Early Head
Start Program

448

Students Enrolled in
ISD Partnerships

2%

Single-parent Male
Households

4,791

Children Enrolled in
Center-based Child Care

46.2%

Students Considered
At-Risk by ISDs

Fast Fact

**CSNT Service Area has 23
Independent School
Districts (7 are in
partnership with CSNT Head
Start).**

Key Priority Area Six

- 6-1 Private Child Care Providers
- 6-2 Publicly Funded Pre-K

SUMMARY



40 LICENSED CHILD CARE CENTERS
IN THE SERVICE AREA



3,243 CHILDREN ENROLLED IN
SUBSIDIZED CHILD CARE



3,322 CHILDREN NOT ENROLLED
IN CHILD CARE



2,240 CHILDREN ENROLLED
IN SCHOOL PROGRAM



2,174 CHILDREN NOT ENROLLED
IN A SCHOOL PROGRAM



3,322 CHILDREN IN THE SERVICE AREA
BIRTH TO 4 YEARS Not Enrolled in Child Care



2024 CA Update Summary of Key Priority Area 7



Housing Needs

Key Priority Area Seven

1-1 Housing Resources

SUMMARY

	54,523 HOUSING UNITS IN THE SERVICE AREA
	18.5% OF THE HOUSING UNITS IN THE SERVICE AREA ARE VACANT
	\$751 MEDIAN RENT IN THE SERVICE AREA
	27% OF THE HOUSING UNITS IN SERVICE AREA WERE SUBSTANDARD
	44.4% OF RENTAL PAYMENTS AT OR ABOVE 30% TOTAL INCOME
	14 SUBSIDIZED HOUSING LOCATIONS IN THE SERVICE AREA

17,304
Households Renting
in Service Area

\$1,146
Average Median
Rent In Texas

324
Housing Units with
no plumbing facilities

14,872
Housing Units Are
Substandard

1,324
Housing Units Lacking
Complete Kitchens

12,031
Vacant Rental Housing
Units in Service Area

Fast Fact
16.75% of Housing Units in
the Service Area were built
before 1960



2024 CA Update Summary of Key Priority Area 8



General Information

Key Priority Area Eight

- 8-1 Transportation
- 8-2 Preferred Services
- 8-3 Program Schedule
- 8-4 Barriers to Participation
- 8-5 School Readiness

SUMMARY

- ➡ LITTLE OR NOT PUBLIC TRANSPORTATION IN THE SERVICE AREA
- ➡ 3,507 HOUSEHOLDS IN THE SERVICE AREA HAD NO MOTOR VEHICLE
- ➡ HEAD START SCHEDULES MIRROR THE PARTNERSHIP ISDs
- ➡ 66% PARENTS SURVEYED REQUESTED EARLY HEAD START SERVICES
- ➡ RURAL LOCATIONS AND LANGUAGE CAN BE BARRIERS TO PARTICIPATION
- ➡ 7 OUT OF 23 SCHOOL DISTRICTS HAD A DECREASE IN ENROLLMENT

23
School Districts
in the Service Area

CSNT Head Start
Partners With
Region 8 ESC

Texas Public Schools
Implement the
STAAR Assessment

500 Fewer Students
Enrolled in Service Area
2021/2022

CSNT Follows CDC
Guidelines When
Encountering COVID

All CSNT Partner School
Districts Ranked at or
Above "B" Rating

Fast Fact
CSNT IS Researching Ways to
Bring More Early Head Start
Slots To The Service Area in
the Future .



2024 CA Update Summary of Key Priority Area 9

SURVEY



Program Survey
Information

Key Priority Area Nine

- 9-1 Impacts To Service Area
- 9-2 Impacts To Children & Families

SUMMARY

IMPACTS TO SERVICE AREA

- 44.71% LACK OF JOBS/UNEMPLOYMENT
- 10.59% LACK OF AFFORDABLE HOUSING
- 10.59% COST OF LIVING/RISING PRICES
- 8.24% IMPACTS OF COVID-19 PANDEMIC
- 4.71% CHILDREN RAISED BY SOMEONE OTHER THAN PARENT
- 4.71% LACK OF/CHANGES TO COMMUNITY RESOURCES

HIGHLIGHTS IMPACTS ON CHILDREN AND FAMILIES

32.95%
Poor Parenting Skills/
Young Parents

10.23%
Children Raised by Family
Members Other Than
Parents

9.39%
Substance Abuse/
Addictive Behaviors

7.95%
Child Behaviors /Children
Acting Out

6.82%
Substance
Abuse/Addictive
Behaviors

Fast Fact
COVID-19 Pandemic dropped
to 4th on this year's Service
Area impacts and did not
show-up on impacts on
children.

PROVIDER/ PARTNERSHIP SURVEY



HEAD START/EARLY HEAD START

DESCRIPTION

- ✓ Health – 0%
- ✓ Dental – 21%
- ✓ School District/LEA - 37%
- ✓ PC Member – 16%
- ✓ GB Member – 26%

LOCATION:

- Atlanta - 37%
- Bloomburg – 42%
- D-LSISD – 37%
- Hughes Springs – 47%
- Naples – 32%
- New Boston – 26%
- Pittsburg – 42%
- Texarkana – 47%

PROVIDE INFORMATION TIMELY

- Always – 79%
- Usually – 21%
- Sometimes – 0%
- Rarely – 0%
- Never – 0%

STAFF OFFER HELP

- Extremely Helpful – 53%
- Very Helpful – 47%
- Somewhat Helpful – 0%
- Not so Helpful – 0%
- Not at all Helpful – 0%

STAFF ARE POLITE

- Always – 84%
- Usually – 16%
- Sometimes – 0%
- Rarely – 0%
- Never – 0%

STAFF ARE FRIENDLY/CHEERFUL

- Extremely Friendly/Cheerful – 53%
- Very Friendly/Cheerful – 42%
- Somewhat Friendly/Cheerful – 5%
- Not so Helpful – 0%
- Not at all Helpful – 0%

STAFF PROVIDE ANSWERS

- Always – 68%
- Usually – 32%
- Sometimes – 0%
- Rarely – 0%
- Never – 0%

STAFF ARE KNOWLEDGEABLE

- Extremely Knowledgeable – 63%
- Very Knowledgeable – 37%
- Somewhat Knowledgeable – 0%
- Not so Knowledgeable – 0%
- Not at all Helpful – 0%

OVERALL INTERACTIONS

- Excellent – 74%
- Good – 26%
- Average – 0%
- Fair – 0%
- Poor – 0%

WHAT DO YOU LIKE BEST ABOUT WORKING WITH THE PROGRAM

- Kept abreast of how we are helping families and changing lives
- Seeing how passionate the staff is about the service. The staff take pride in their work
- EHS/HS is making a difference in early learner's jumpstart to kindergarten
- Compassion shows for education of children
- Providing young children an early start education
- The lives that are changed because of the HS Program
- It allows me to speak freely, be open-minded, and help grow the program
- Opportunity to educate at-risk children and give them their basic needs
- CSNT Staff always a pleasure work with, they appreciate our partnership
- They are cooperative with us on all things that crossover between district and HS
- The sustainability of the organization while working towards goals for children and the training received concerning policies and procedures helps make good decisions
- Helping prepare our students for kindergarten
- Great people
- The passion that the staff have for helping children and families.

HOW COULD WE IMPROVE PARTNERSHIP

- Continue on course
- Maybe a quarterly report from a Campus staff on milestones/goals etc.
- No improvement is needed at this time
- Great job. Keep doing what you are doing
- Continue to allow me to be a part of building the future
- Doing great job. Keep up the good work
- We just need to have community outreach and involvement with help as needed
- Communicate timelier

A STAFF PERSON – COMMEND FOR THEIR JOB

- Alisha Oliver – FSW Atlanta HS Program (Always willing to go the extra mile)
- No one person – Each member has an important role to play
- Bridgette Parton – Program Manager (She is very knowledgeable and helpful)
- The Whole HS Family – They go above and beyond
- Kaye Nelms – Pittsburg CD/FSW (For her continued hard work and dedication to Pittsburg HS)
- Rhonda Shirley – Health Coordinator (She is always pleasant and has a passion for taking care of the children in the program)
- Bridgette Parton – Program Manager, Bernadette Harris – HS/EHS Director, Frances Evans, Curriculum Director, Misty VanHooser, Family Service Administrator (They are one of many dedicated staff members)



2024 PARENT SURVEY DATA

Total Parent Surveys Completed

94 Surveys Completed
Estimated 25% of Parents

Most Surveys Completed

Pittsburg Head Start
17% of Parents

Campus Related Questions

How I feel/my child feels at Campus

✓ 73%	My Child feels happy/safe at Campus
✓ 83%	I feel welcome at the Campus
✗ 14%	Staff not concerned about my child
✓ 51%	Staff are concerned about my child
✓ 100%	Received a Parent Orientation
✓ 85%	Staff greet me with a smile

Staff Helped Parents

✓ 58%	Access medical information
✓ 52%	Access dental information
✓ 87%	Create family goals
✓ 76%	Encouraged to volunteer
✓ 69%	Completed a Home Visit
✓ 91%	Participate in Parent Meetings

Child Has Made Progress

✓ 75%	Being more independent
✓ 85%	Being a part of a group
✓ 68%	Recognizing letter & sounds
✓ 69%	Recognizing numbers & counting
✓ 60%	Developing small motor skills
✓ 70%	Developing speech & vocabulary

...Campus Related Questions

Best Part of Day for My Child

Breakfast/Lunch	36%	✓
Learning Activities (Books, Circle Time, etc.)	79%	✓
Science Activities	79%	✓
Songs and Music	74%	✓
Toothbrushing	28%	✓
Other (Outside, Playground, Recess, etc.)	13%	✓

I Received Information About:

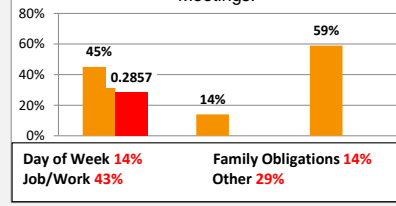
Classroom activities	85%	✓
Upcoming Program Activities	84%	✓
The Parent Handbook	86%	✓
Breakfast and lunch menus	77%	✓
Resources for parents/families	75%	✓
Child's educational progress	70%	✓

Parent Activities

Parent Engagement Activities

Activity	Percentage	How do I like to receive information:	
		Method	Percentage
Program Orientation	70%	Paper Document	46%
Home Visit w/Teacher	53%		
Home Visit w/FSW	36%	Text Message	42%
Setting Family Goals	53%		
Assisting in classrooms	15%		
Parent/Teacher Conferences	45%	Email Message	13%
Policy Council Meetings	14%		
Parent Meetings	59%		

Select the answer that best explains why you find it difficult to attend Parent Meetings:



Household Difficulties

You or a Family Member experienced:	How often:			Assistance Found:			Where:	
	Week	Month	Year	Found in County	Found outside County	Did not find assistance	Did not seek assistance	
Financial Assistance	7%	24%	18%	34%	2%	20%	43%	
Domestic Violence	1%	0%	0%	20%	0%	0%	50%	
Not Finding Employment	1%	5%	5%	44%	22%	33%	0%	
Parenting Issues	3%	4%	1%	33%	17%	33%	17%	
Drug/Alcohol Problems	0%	0%	1%	100%	0%	0%	0%	
College Tuition/Certification Courses	0%	0%	3%	0%	50%	0%	50%	
Legal Problems	0%	0%	1%	0%	100%	0%	0%	
Living Conditions/Homelessness	0%	0%	1%	100%	0%	0%	0%	
Finding Child Care	1%	6%	7%	20%	0%	50%	30%	
Providing Healthy Meals	1%	4%	1%	0%	0%	80%	20%	
Mental Wellness Issues	3%	4%	3%	90%	14%	29%	14%	
Affordable Medical/Dental Ins.	1%	6%	10%	17%	42%	42%	0%	
Would you benefit from EHS Services:	Yes/no			Type of Service:				
Early Head Start Services	66%	34%		Center/Home-Based		100%	0%	

Community Services of Northeast Texas
September 2023

COMMUNITY SERVICES BOARD REPORT



VET SERVICES NOW

The Veterans Program is off to a very busy and great start! We have three team members working this grant this year. We have expended over \$28,000.00 since July 1, 2023, assisting 59 individuals with childcare, dental, mortgage, rent and transportation.



CSBG/TBRA

CSBG: Our Community Services Block Grant (CSBG), Transition out of Poverty (TOP) Program currently has 66 individuals enrolled with a goal of transitioning 17 individuals to self-reliance by the end of 2023.

TBRA: At this time, we are currently serving 84 individuals in the TBRA Program.



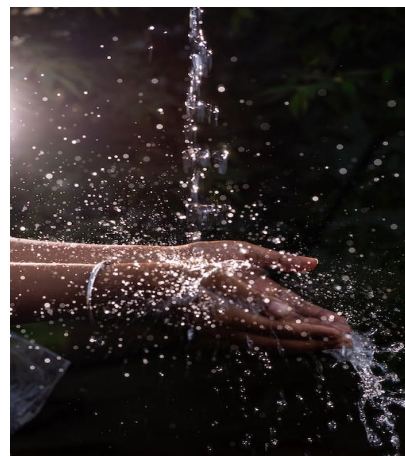
CEAP/LIHWAP



CEAP 2023: CEAP 2023 has been fully expended. The total direct client service expenditures are \$3,316,100.00. We assisted 4,229 unduplicated individuals with the CEAP 2023 grant.

CEAP Supplemental: CEAP Supplemental was fully expended, but due to our high performance, TDHCA awarded an additional \$480,734.00 on September 1, 2023 to us. The total direct client service expenditures to date are \$887,303.96. We have assisted 1,257 individuals to date with the CEAP Supplemental grant.

LIHWAP has been fully expended. The total direct client service expenditures are \$549,736.00. We assisted 3,175 unduplicated individuals with the LIHWAP grant.



Sept. 2023

HR Report

Headcount as of 9/19/2023 is 102

Headcount



Payroll Asst., TA for Hughes Springs, Custodian for New Boston, FSW for Hughes Springs, Facilities Maintenance/Transportation

New Hires



2 Case Managers., Lead Teacher,

Terms



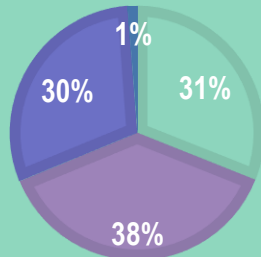
Teacher for Atlanta, New Boston, & Pittsburg, Subs

Vacancies



EMPLOYEES

■ Baby Boomer ■ Gen X ■ Gen Y ■ Gen Z



Demographics



PL Hours

360.55 hours for the month



LWOP

35.24 hours for the month



Sub Hours

113 hours for the month



Savings

(\$405.35) for the month

Payee Services Report

Month of : September 2023

Number of beneficiaries: 7

Total Funds Received: \$ 6,705

Total Expenses Managed:

MONTHLY total on hold for Beneficiaries:

TOTAL on hold for Beneficiaries:

Expenditures

Rent: \$ 1282.00

Utilities: \$ 191.96

Food: \$

Medical: \$

Other: \$ 283.98

Transfer for beneficiary use: \$

Total collected for FFS: \$312.00

VSN SEPTEMBER 2023

CATEGORIES	VET	SURVIVING SPOUSE	DEPENDENTS	TOTAL SPENT
UTILITIES	17	1	9	\$4,662.04
RENT/ MORTGAGE	3	0	2	\$9,306.73
DENTAL	1	0	0	\$1,833.00

KELSY NICKLEBERRY
VSN CASE MANAGER

Monthly Vehicle Cost Summary

Sep-22

By Program

	<u>Fuel</u>	<u>Repairs</u>	
TBRA	-	-	
CSBG	270.53	398.78	
CEAP	-	-	
VSN	355.21	-	
			<u>1,024.52</u>

By Location

	<u>Fuel</u>	<u>Repairs</u>	
Jefferson	-	344.85	
Linden	270.53	39.43	
Linden Shop	86.74	-	
Daingerfield	268.47	14.50	
	-	-	
			<u>1,024.52</u>

By Vehicle

<u>#</u>	<u>Fuel</u>	<u>Repairs</u>	<u>Total</u>	<u>Location</u>
801	86.74	-	86.74	Linden Shop
844	131.45	-	131.45	Linden
888	-	-	-	Linden
881	-	-	-	Linden
882	-	4.49	4.49	Linden
883	-	-	-	Linden Shop
884	-	-	-	Linden
885	268.47	14.50	282.97	Daingerfield
886	-	344.85	344.85	Jefferson
887	76.85	34.94	111.79	Linden
838	62.23	-	62.23	Linden
			<u>1,024.52</u>	

Service Department Report

OCTOBER,2023

Service Department

Department makeup

4 full time employees

0 temporary employees

0 Head Start employees under temporary supervision.

Head Start Transportation

Cost per child to transport:

Transportation Costs:

	Children	Staff	Children	Staff
Vehicle Maintenance cost (Campus)				YTD =
Vehicle Maintenance cost (Buses)				YTD =
Vehicle Maintenance cost (Exec. Office)				YTD =
Vehicle fuel cost (Gas Campus)			241.53	YTD = 1098
Vehicle fuel cost (Exec. Office)			826.27	YTD = 3774
Vehicle fuel cost (BUS CAMPUS)			51.39	YTD = 740
Vehicle insurance cost (Buses)				YTD =
Vehicle driver cost buses			637.67	YTD = 1274
Total transportation cost:			1756	
Total number transported:			109	



CERTIFICATION OF DE MINIMIS INDIRECT COST RATE

An award recipient that proposes to use federal grant funds to pay for indirect costs may elect to charge a de minimis rate of up to 10% of its modified total direct costs (MTDC) which may be used indefinitely. (2 CFR § 200.414)

In order to charge a de minimis rate of up to 10% of its MTDC, the award recipient must submit this certification form to each funding source which will be contributing to the rate.

Community Services of Northeast Texas, Inc. certifies that it meets the following eligibility criteria to use the ten (10) percent de minimis indirect cost rate:

1. Community Services of Northeast Texas, Inc. does not have a current Federally-approved indirect cost rate agreement.
2. Community Services of Northeast Texas, Inc. has received less than \$35 million in direct federal funding for the fiscal year requested.
3. The de minimis rate approved will be applied to the MTDC. This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.
4. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.
5. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
6. The proper use and application of the de minimis rate is the responsibility of Community Services of Northeast Texas, Inc. The funding sources may perform a financial monitoring review to ensure compliance with 2 CFR Part 200.

SUBMITTED BY:

Board President Signature: _____

Name: _____ Date: _____

Executive Director Signature: _____

Name: _____ Date: _____

(DE MINIMIS INDIRECT COST RATE implementation date 10/1/2021)

Federally-Funded Programs:

Purchases that will be charged to programs funded with federal awards are subject to additional policies.

Contractor Files and Required Documentation

The Finance Department shall create a contractor folder for each new contractor from whom the Agency purchases goods and/or services.

Prior to paying the first invoice from a new 1099-qualifying contractor, a completed W-9 or substitute documentation must be received in the Finance Department. Completed, signed Forms W-9 or substitute documentation are filed alphabetically.

See the section on “Payroll and Related Policies” for guidance on determining whether a contractor should be treated as an employee.

Receipt and Acceptance of Goods

All goods shall be received at each location by the location supervisor, or designated employee, or at the Executive Office by an Internal Control Employee who shall inspect all goods received. Upon receipt of any item from a contractor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point,
2. Verify the quantity of boxes/containers with the bill of lading,
3. Examine boxes/containers for exterior damage,
4. Note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.),
5. Sign and date the bill of lading, and
6. Retain a copy of the bill of lading.

When goods are moved to another area for thorough inspection the following inspection procedures shall be performed:

1. Remove the packing slip from each box/container,
2. Compare the description and quantity of goods per the Purchase Requisition to the packing slip,
3. Examine goods for physical damage,
4. Count or weigh items, if appropriate, and
5. Record an indication of counts on the Purchase Requisition.

It is the policy of the Agency to perform the preceding inspection procedures in a timely manner in order to facilitate prompt return of goods and/or communication with contractors.

Petty Cash Policies

Petty Cash funds will be created only with the approval of a Division Director, the Chief Financial Officer, and Executive Director. All three must approve the creation of a Petty Cash Fund.

Petty Cash Funds cannot exceed \$100, except as otherwise allowed by policy herein.

When a Petty Cash Fund is created, the Petty Cash Custodian will be provided a summary of the Community Services of Northeast Texas, Inc. Petty Cash Policies for the care of the fund. The Petty Cash Custodian will also be asked to acknowledge receipt of the fund and their understanding of the policies governing Petty Cash.

The fund is to be stored in a locked and secure place. Where possible, such location should be within the field of view of one of the Agency's security video cameras.

The Petty Cash Fund is only to be used for authorized purchases or reimbursements to employees for authorized purchases of \$100.00 or less with the presentation of an original store receipt.

Original store receipts are required for the replenishment of the Petty Cash Fund. All reimbursements are to be properly documented with the following:

- A Petty Cash voucher showing the nature of each expenditure
- Original receipts for the purchase that support the voucher

Reimbursements in excess of \$100.00 are completed by submitting a Requisition to the Finance Department with the original receipt, justification and/or authorization attached.

Cashing of personal checks from the Petty Cash Fund is prohibited.

Employee advances from the Petty Cash Fund is prohibited.

At any time, cash on hand and all receipts should be equal to the original amount of the Petty Cash Fund issued.

In special circumstances, the Executive Director may approve a larger Petty Cash fund for a particular location, but in no instance shall any Petty Cash fund exceed \$200.00.

Petty Cash Funds may be monitored at any time as part of the Agency's ongoing monitoring and compliance process.

Replenishment of a Petty Cash Fund shall be accomplished by the issuance of an Agency check made payable to the individual responsible, and shall include in the payee line, the title "Petty Cash Custodian" as to establish the check is not part of the individual's compensation.

POLITICAL INTERVENTION

**Community Services of Northeast Texas
Policy Council
By Laws**

ARTICLE I: NAME

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

ARTICLE II: PURPOSE

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

ARTICLE III: MEMBERSHIP

SECTION I

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- * Atlanta – One (1) representative and One (1) alternate
- * Bloomburg – One (1) representative and One (1) alternate
- * Daingerfield/Lone Star – One (1) representative and One (1) alternate
- * Hughes Springs – One (1) representative and One (1) alternate (Head Start)
One (1) representative and One (1) alternate (Early Head Start)
- * Naples/Omaha – One (1) representatives and One (1) alternate
- * New Boston – One (1) representative and One (1) alternate
- * Pittsburg – One (1) representative and One (1) alternate
- * Texarkana – One (1) representative and One (1) alternate

There shall be nine (9) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

Parent representatives and alternates must meet the following definition as a Head Start parent: “A Head Start child’s mother or father, other family member who is the primary care-giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree”.

SECTION II: Term of Office

Terms of office for Policy Council members shall be for one (1) year. Elections shall take place in August or September at the first Campus Parent Committee Meeting with installation in September/October. Terms of membership are limited to five (5) calendar years. Policy Council members will remain as members on the Council until a successor is elected and seated in September/October.

SECTION III: Voting Rights

Each Policy Council member will have one (1) vote on all issues at all meetings. The Chairperson of the Policy Council votes only in the case of a tie. An Alternate Member will vote only in the absence of a Policy Council Member.

SECTION IV: Member Obligations

All members shall attend meetings regularly; arrive promptly for scheduled meetings and actively participate in meetings. It shall be the responsibility of each current parent/guardian Policy Council member to report information back to the parent committee in his/her Campus at the next Parent Committee Meeting following each Policy Council Meeting.

SECTION V: Confidentiality

Each Policy Council Member is bound by the same Confidentiality Policy of CSNT employees. A breach of confidentiality will result in immediate termination, and possible legal action.

SECTION VI: Termination of Membership

If a member misses two (2) meetings, he/she **may be** replaced. Any member may resign at any time and must be replaced immediately. When a parent representative's seat on the Policy Council becomes vacant, the Campus Parent Committee will elect a new member to fill the vacancy. This process will be reflected on the Parent Committee Meeting minutes.

SECTION VII: Alternates

Each Campus Parent Committee will elect an alternate Policy Council representative to attend all meetings that the representative is unable to attend. Alternates are encouraged to attend all meetings; however, they may not participate unless the representative is not present.

SECTION VIII: Head Start Staff Attendance

The Head Start Director or other staff members may attend Policy Council meetings in a consulting, non-voting capacity.

SECTION VIII: Council Representatives

A Policy Council member cannot profit from Community Services of Northeast Texas, Inc., while serving on the Policy Council. This includes working for the Head Start Program.

ARTICLE IV: OFFICERS

SECTION I: Election and Term

The officers of the Policy Council shall be the Chairperson, Vice-Chairperson and Secretary. The members of the Policy Council shall serve a term of office for a period of one (1) year. Officers will be elected each year.

SECTION II: Executive Committee

The officers of the Policy Council shall constitute the Executive Committee.

The Executive Committee is empowered to transact routine or ordinary business between meetings of the Policy Council. Any action of the Executive Committee must be ratified at the next regular meeting.

SECTION III: Special Committees

Special Committees may be appointed and/or dissolved by the Chairperson as deemed necessary.

SECTION IV: Chairperson

The Chairperson will preside at all meetings of the Policy Council and will be an ex-officio member of all committees.

SECTION V: Vice –Chairperson

The Vice-Chairperson, in the absence of the Chairperson, will perform all the duties of the Chairperson. When so acting, he/she will have all the powers of and be subject to all the restrictions of the Chairperson.

SECTION VI: Secretary

1. Keep the minutes of the Policy Council meetings;
2. Make written reports of the minutes with the assistance of the Staff; and
3. Any other duties deemed necessary by the Chairperson.

ARTICLE V: MEETINGS

SECTION I: Regular Meetings

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Tuesday of each month in Linden, Texas. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:00 AM.

SECTION II: Special Meetings

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

SECTION III: Notice of Meetings

Notification of all meetings will be sent to all members and all alternates of the Council electronically at least five (5) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

SECTION IV: Quorum

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the "Act of the Policy Council".

SECTION V: Conduction of Meeting

The Policy Council parliamentary process will follow PROBERT'S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

SECTION VI: Dispute/Impasse Resolution

According to 45 CFR, Part 1301.6(a-c), each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body (Board) and policy group. The following procedures address this requirement.

- A.** There must be respect and involvement between the governing Board and the Policy Council.
- B.** There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C.** These written procedures must be approved* by the governing Board and the Policy Council annually.
- D.** If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied.

INFORMAL PROCEDURES

- 1. The Executive Director and the Head Start Director meet to resolve the conflict.
- 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
- 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E. If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested** parties.

FORMAL PROCEDURES

- 1. The governing Board chooses one disinterested party.
- 2. The Policy Council chooses one disinterested party.
- 3. The two chosen disinterested parties choose a third disinterested party.
- 4. The three disinterested parties will resolve the impasse.

* The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

** Disinterested parties should not include: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year, CSNT

Staff, Board members, Policy Council members, immediate family or persons in the employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.

ARTICLE VII: AMENDMENTS

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 9/21/22

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

512 Business Travel Expenses

Effective Date: 9/1/2003

Revision Dates: 6/24/2009, 5/24/2017

Policy Purpose

Community Services of Northeast Texas, Inc. (CSNT) (Agency) recognizes Board Members, Officers, and employees of the Agency may be required to travel or incur other expenses from time to time to conduct Agency business and to further the mission of this Community Action Agency.

The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses.

It is the policy of CSNT to reimburse only reasonable and necessary expenses actually incurred by Board Members, Officers and/or employees. Employee travel and the expenses associated with said activities shall be authorized only in circumstances, which are clearly consistent with the Agency's mission. Travel should be via the most reasonable and cost-effective alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations shall be used.

Employees who are uncertain about a particular expense or policy will need to contact the supervisor prior to the expenditure. Those traveling are reminded to exercise good business judgment and discretion with respect to incurred expenses. Reported expenses must be supported by appropriate documentation.

Necessity of Travel

Travel must be reasonable and/or necessary to be considered allowable. Employees shall consider the ways in which the Agency will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's participation is necessary. In determining whether the benefits to CSNT outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Instances of travel should be as a result of one of the following situations:

- Attendance is required by a funding source
- Attendance is part of a planned, approved, and budgeted training schedule

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

- Attendance is part of an employee's Agency-approved fulfillment of responsibilities as an Officer or Board Member of a county, regional, state, or national association
- Attendance is required in order to facilitate an approved task within an employee's job description which cannot be completed by other means
- Attendance has been deemed necessary by the Executive Director as a prudent measure in the fulfillment of the Agency's mission

Request/Authorization to Travel

Travel plans must be pre-approved. The requesting employee is required to complete the approved travel request form(s) and submit the completed form(s) to their supervisor.

Supervisors will assess the request and its conformity with the Agency's Necessity of Travel statement and other factors to determine if the travel meets the needs of the program. If approved, the completed and signed form shall be forwarded to the appropriate Division Director(s).

Division Directors will also assess the request to ensure the request meets with all program concerns, including necessity, feasibility, allowed activities, budget conformity, and other factors. Once approved, the form(s) shall be forwarded to the Executive Assistant who will ensure all transportation needs are completed following strict procedural guidelines with respect to lodging and/or airfare bids and other transportation expenses.

Any employee attending a training that adds value to their ability to perform mission-driven tasks for the agency will know the amount of funds being expended on the training. All employees who attend value-added training must sign a *Continued Service Agreement* which prohibits the employee from voluntarily leaving the agency without reimbursing the agency for the training. The *Continued Service Agreement* form shall be signed prior to the release of any funds for the requested travel.

Once all Agency-approved travel forms are signed, the travel package shall be forwarded to the Finance Director who will assess the request to ensure that adequate budgeted funds are, or will be, available from all affected programs to meet the financial responsibility created by the travel. Once approved, the form(s) shall be forwarded to the Executive Director.

The Executive Director shall assess the request, weighing all presented factors, including compliance with state and federal regulations, to ensure the request is in the best interest of the Agency. The request shall be analyzed to avoid unnecessary expenses.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

Reimbursements

Community Services will reimburse employees for allowable and reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Executive Director.

The Executive Assistant to the Executive Director will make all travel arrangements for all Community Services employees. If all arrangements cannot be arranged and paid prior to travel, the types of expenses that may be approved for reimbursement are:

- Airfare or common carrier fare for travel in coach or economy class or the lowest available fare
- Car rental fees, only for compact or mid-sized cars
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, parking fees, including valet parking, only when there is no less expensive alternative or when other methods are impractical or unsafe
- Mileage costs for use of personal cars, only when approved in advance
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings, or when a specific rate has been negotiated with, and, or through a funding source or the convening entity
- Charges for telephone calls, fax, and similar services required for business purposes
- Approved per diem rate for meals and incidental expenses

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Community Services may not be used for personal use without prior approval of the Executive Director, and only in cases where such uses would benefit the Agency.

Travel advances to cover certain reasonable anticipated expenses may be made to employees, after travel has been approved.

When travel is completed, employees are required to submit completed travel expense reports within ten days. Reports must be accompanied by receipts for all expenses not covered by a per diem advance.

Employees should contact the Executive Assistant to the Executive Director for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee can be grounds for disciplinary action, up to and including termination of employment. No employee may charge any personal expenditures to any credit card, debit card, or hotel bill at any time. Exceptions are when hotels require all charges to be posted to the room portfolio. In such cases, the traveling employee must settle the personal items prior to the final room receipt being posted.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

No personal items are allowed to be charged to the Agency even if reimbursement to the Agency by the employee is expected after the travel. Such activity may be a violation of state or federal law, and as such, violators may be prosecuted.

Mileage Reimbursements

Employees may submit a mileage form for reimbursement with their time sheets listing approved travel² for reimbursement based on the **following the current IRS mileage** rates.

All program Out-Of-Town ³ Travel	43 cents per mile
All Approved Long Distance ⁴ Travel	43 cents per mile
Head Start Local ¹ Travel	43 cents per mile
CSBG Local ¹ Travel	43cents per mile
CEAP Local ¹ Travel	43 cents per mile
Nutrition Program Local ¹ Travel	43 cents per mile
All other Local ¹ travel	43 cents per mile
Nutrition Program Delivery ⁵ Travel	50 cents per mile

¹ Local travel is defined as any travel from an employee's duty station to any location other than their duty station for the purpose of conducting agency business.

² Approved travel is defined as travel in an employee's personal vehicle for stated purposes in which case the employee has sought and received prior approval from a Program Director or the Executive Director, or in which case the travel is deemed necessary by the employee's supervisor and no agency vehicle is available. ***If there is a company vehicle available, mileage will not be paid or reimbursed. If employees still choose to drive their personal vehicle for work activities, a copy of their current personal liability insurance must be on file.***

³ Out-of-town travel is defined as travel to locations with a distance of more than 50 miles from the agency's administrative office to events which require an overnight stay.

⁴ Approved long distance travel is defined as travel in an employee's personal vehicle in lieu of travel via public carrier. Prior approval from the Executive Director is required.

~~⁵ Nutrition Program Delivery Travel is defined as travel in an employee's personal vehicle for the sole purpose of transporting and/or delivering meals to approved clients under programs funded by a source that reimburses for such activities. All travel of this type requires prior approval from the Community Services Director.~~

All travel reimbursement forms must be submitted within ten days of the end of travel.

It is the intent to pay reimbursements within 14 days of submission, based on availability of funds.

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

If an employee chooses not to submit a form for reimbursement, the amount of the reimbursement cannot be used as in-kind or non-federal share.

Payments for reimbursement are processed through the agency's accounts payable system and not through the payroll department. It is the responsibility of each individual employee receiving reimbursements to maintain their own records for tax purposes. The agency will not be able to research tax documentation at a later date.

Employee Off-Site Training

Policy Section Purpose

This policy is designed to define the parameters within which employees of the Agency may travel to other entities to conduct training and/or technical assistance, and to determine the procedures for accounting for the financial transactions associated with such activities.

Definitions

Employee - An individual employed by the Agency in a full-time position which is defined by a particular job description.

Off-Site – A place of business or location which is not owned or controlled by the Agency.

Training – The activity or providing information in a training setting to individuals not employed by the Agency. The training should be from a developed curriculum.

Technical Assistance – The activity of assisting another entity with a particular project or task. The employee should have specific knowledge with regard to the project or task.

Requesting Off-Site Time

Employees wishing to conduct training or technical assistance off-site should obtain permission from their supervisor and the Executive Director. Special care should be taken to ensure that job duties at the Agency are not neglected.

Entity Agreements

Every effort shall be made to obtain a written agreement with the entity being trained or assisted prior to the training or assistance being provided. The absence of a written agreement, however, will not prevent the event from proceeding.

Per diem

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

Employees traveling for off-site duties shall receive per diem in a manner consistent with the procedures for any other travel as set forth in the Agency's travel policies.

Mileage

Mileage shall be calculated using an online map system such as Google or Yahoo and shall be expensed at ~~forty three cents (.43) per mile~~, *the current IRS mileage rate*, calculated from the Agency's main office to the training location and return.

Air fare

Air fare, if required, should be obtained in accordance with the Agency's travel policy.

Lodging

Lodging, if required, should be obtained in accordance with the Agency's travel policy.

Training Fees

As a fee for training, the employee may initiate a charge to the entity being trained or assisted in the following manner:

Calculate the employee's pay rate at 8 hours times their hourly rate

Multiply the result by 1.29 to cover fringe benefits and employee costs

Multiply the result of this calculation by the number of days the employee will be off-site

Example: Employee's hourly rate is \$20. Eight hours X \$20 = \$160. \$160 X 1.29 = \$206.40. If the training is a one-day event and the employee must travel one day prior and one day subsequent to the training, the fee would be for three days. 3 X \$206.40 = \$619.20. This would be the maximum training fee that could be charged.

Material

If there are materials involved in the training, such as training books, handouts, markers, pens, sign-in sheets, etc. The employee may initiate a charge to the entity being trained or assisted of the exact costs to the Agency for such items.

Items paid directly to the training employee

Per diem and mileage calculations may be paid directly to the training employee prior to the training. Reimbursements for out-of-pocket expenses paid by the employee in advance of the training for materials may also be made directly to the employee. No other payments may be made directly to the employee.

Invoicing

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

When the training/technical assistance is finished, the employee shall prepare an invoice for the entity being trained or assisted in the amount of all expenses incurred by the Agency for the particular event. The Finance Department will consider the invoice as accounts receivable. When payment is made by the entity, the invoice shall be considered closed. Funds received from such invoices shall be deposited to the account(s) from which the original expenses were incurred, with the exception of the Training Fees. Training Fees shall be deposited to the Local Administrative account and shall be considered non-restricted funds.

Results Oriented Management and Accountability (ROMA) Training

An employee who is a Nationally Certified ROMA Master Trainer (NCRT) may, from time to time, have occasion to travel for the National Peer to Peer Network (NPtP) without the expectation of reimbursement from any entity. In the instance of mentoring ROMA candidates, field evaluations, or other NPtP events, the NCRT employee will still receive per diem, mileage, air fare, and lodging where needed. Funds expended for the NPtP are allowable costs, but are to be funded by local administrative funds.

Other Allowable Costs

Costs are allowable for preparing bids, RFPs, or proposals for training and technical assistance. Allowable costs also include those costs associated with developing tools for training, mentoring, or technical assistance. Additionally, allowable costs under this policy include, but are not limited to printing, copying, paper goods, pens, promotional items, signage and signage fixtures, and training materials such as easels, easel pads, markers, online service subscriptions, software, computer hardware and accessories, phone charges, and other expenses related to fulfilling the training, mentoring, or technical assistance tasks.

Tracking

The Executive Assistant will track all events and expenses related to this policy and report monthly to the Executive Director a list of the activities, expenses, revenues, payables, and receivables.

Community Services of Northeast Texas, Inc.
Personnel Policies & Procedures

Individual Acknowledgement of Receipt

Community Services of Northeast Texas, Inc.

Travel Policy

I have received the Community Services of Northeast Texas, Inc. Travel Policy and I understand that it is my responsibility to read and adhere to the policies stated herein.

Enter name in only one of the blanks:

Board Member Printed Name: _____

Policy Council Printed Name: _____

Employee Printed Name: _____

Signature: _____

Signature Date: _____



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	456
--------------------------------------	------------

Students Age

Three Year Old :	49%	Four Year Old:	51%
-------------------------	------------	-----------------------	------------

Race

White: 30%	Black/African American: 52%	Hispanic: 7%
	Multiracial: 11%	Not Specified: 0%

Language*

English: 94%	Spanish 6%	Unknown: 0%
-------------------------------	-----------------------------	------------------------------

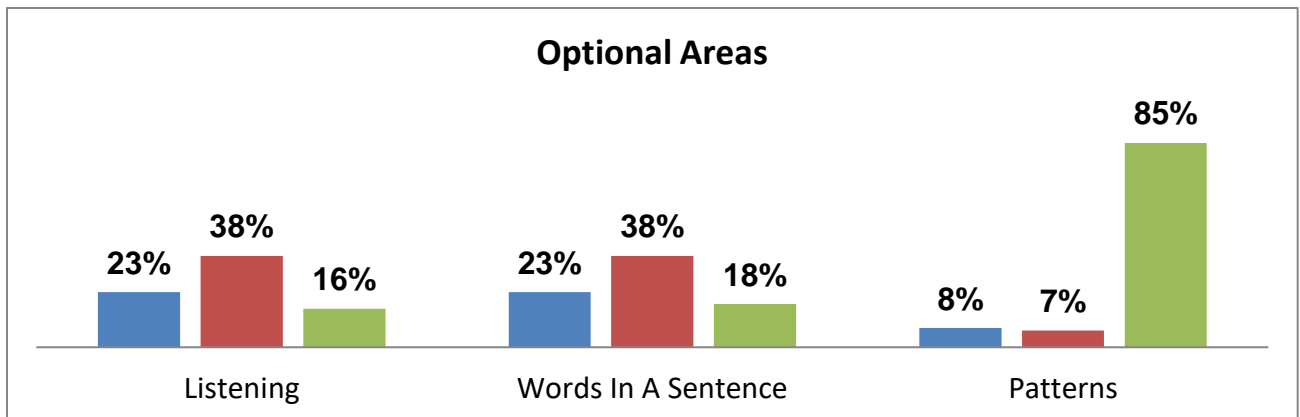
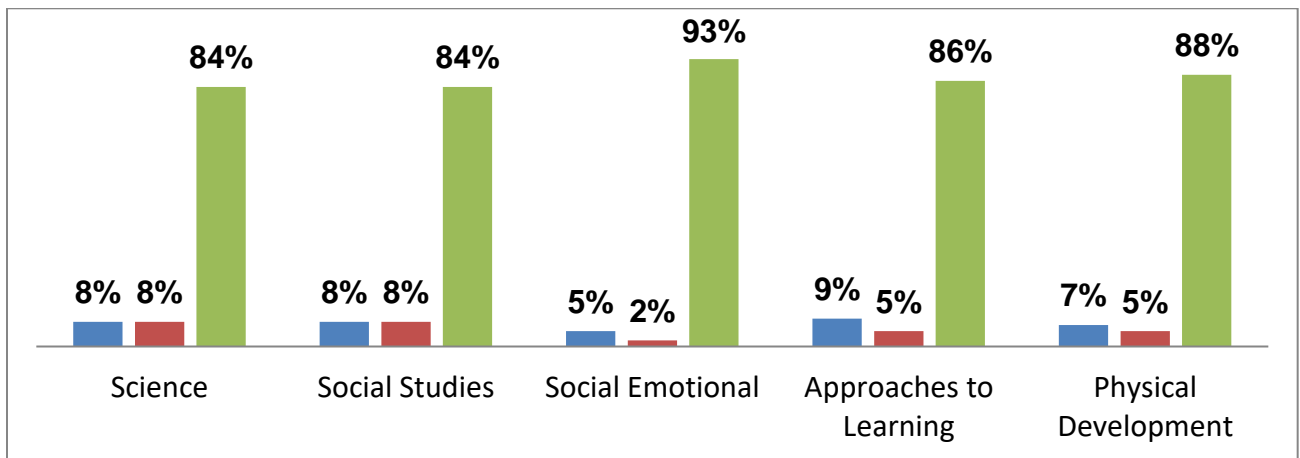
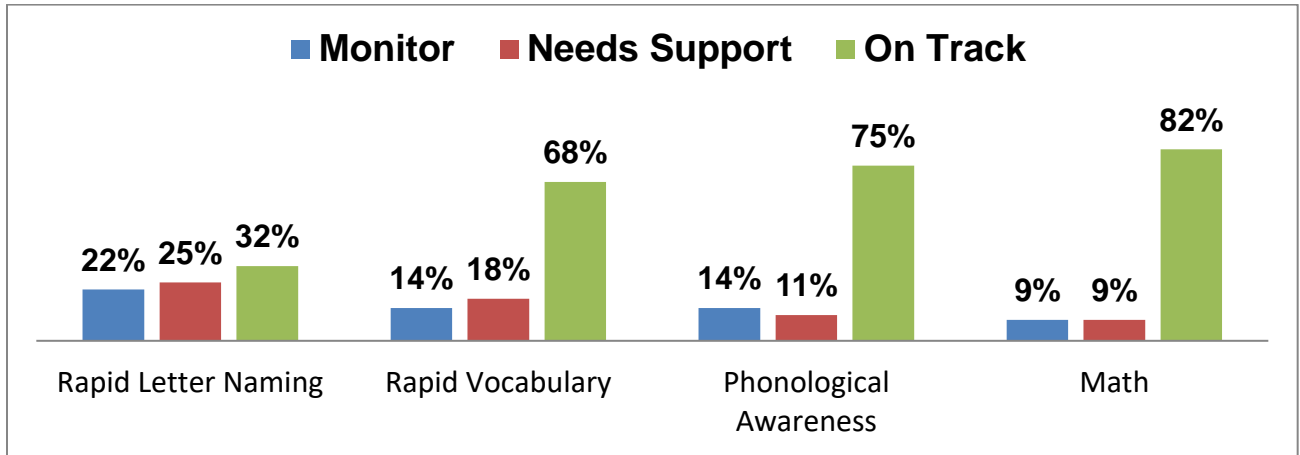
Disabilities

Yes:	4%	No:	94%
-------------	-----------	------------	------------

CSNT Head Start

CIRCLE Assessment 2023-2024

Wave 1 Program Report



*Out of Range: The child is not within the specified age range or there is no established threshold at this time.

Rapid Letter Naming 21%, Listening 23% and Words in a Sentence 21%.

CSNT Head Start – CIRCLE Assessment

Wave 1 Age Comparison Data 2023-2024

	3 Year Olds	4 Year Olds
Rapid Letter Naming	14%	50%
Rapid Vocabulary	72%	64%
Phonological Awareness	71%	79%
Math	82%	83%
Science	84%	84%
Social Studies	84%	85%
Social Emotional	91%	95%
Approaches to Learning	83%	89%
Physical Development	86%	89%
Listening & Words in a Sentence (Optional PA)	7%	25%
Patterns (Optional Math)	83%	87%
Total Students Tested	223	233

Percentage based on “On Target”

CSNT Head Start – CIRCLE Assessment

Wave 1 Race Comparison Data 2023-2024

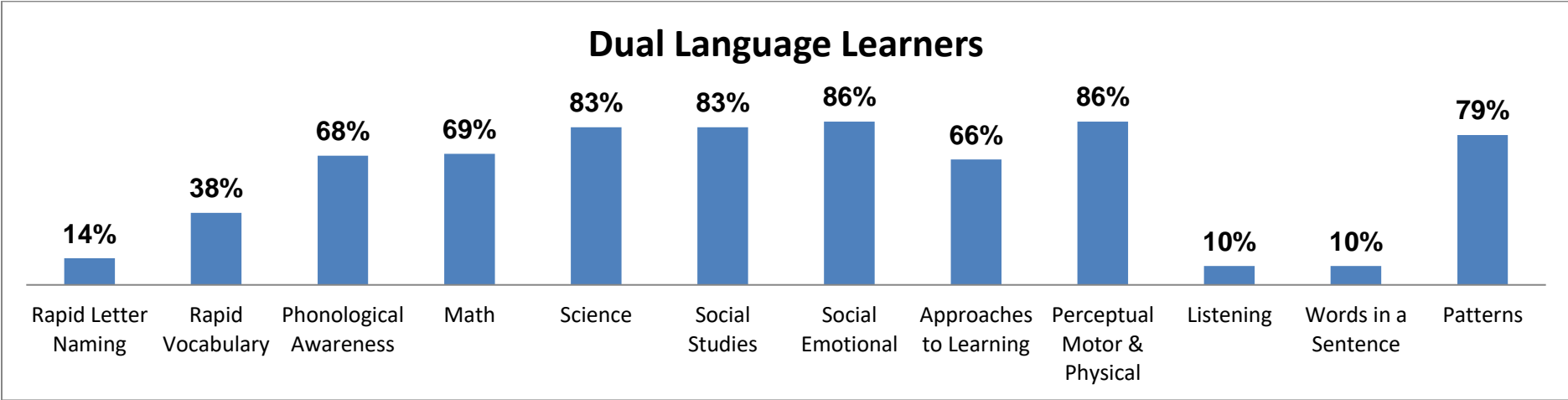
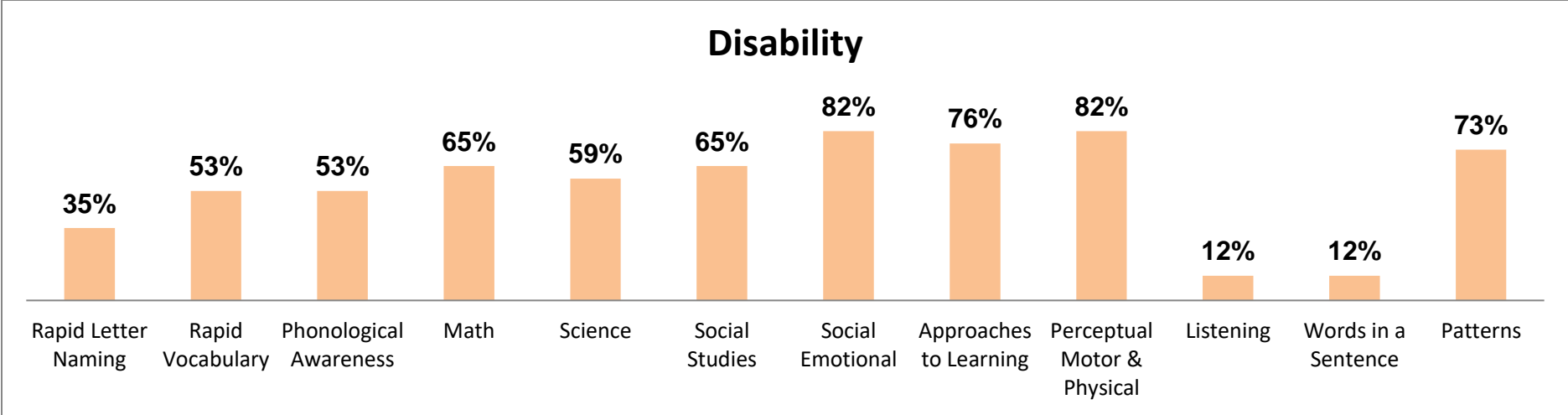
	White	Black / African American	Hispanic	Multiracial
Rapid Letter Naming	32%	51%	22%	0%
Rapid Vocabulary	75%	63%	71%	100%
Phonological Awareness	74%	75%	75%	100%
Math	84%	85%	82%	100%
Science	90%	80%	94%	100%
Social Studies	89%	80%	94%	100%
Social Emotional	89%	92%	90%	100%
Approaches to Learning	83%	86%	82%	100%
Physical Development	82%	88%	84%	100%
Listening	17%	17%	8%	100%
Words in a Sentence	26%	24%	27%	0%
Patterns	88%	79%	83%	100%
Total Students Tested	136	241	31	48

Percentage based on “On Target”

Listening, Words in a Sentence and Patterns are Optional areas.

CSNT Head Start – CIRCLE Assessment

Wave 1 2023-2024



Percentage Based on "On Target"

Early Head Start CIRCLE Assessment 2023-2024 Wave 1



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	2 – Infants 12-18 Months
--------------------------------------	-------------------------------------

Gender

Male:	50%	Female:	50%
--------------	------------	----------------	------------

Race

White: 50%	Black/African American: 50%	Hispanic: 0%
	Multiracial: 0%	Not Specified: 0%

Language

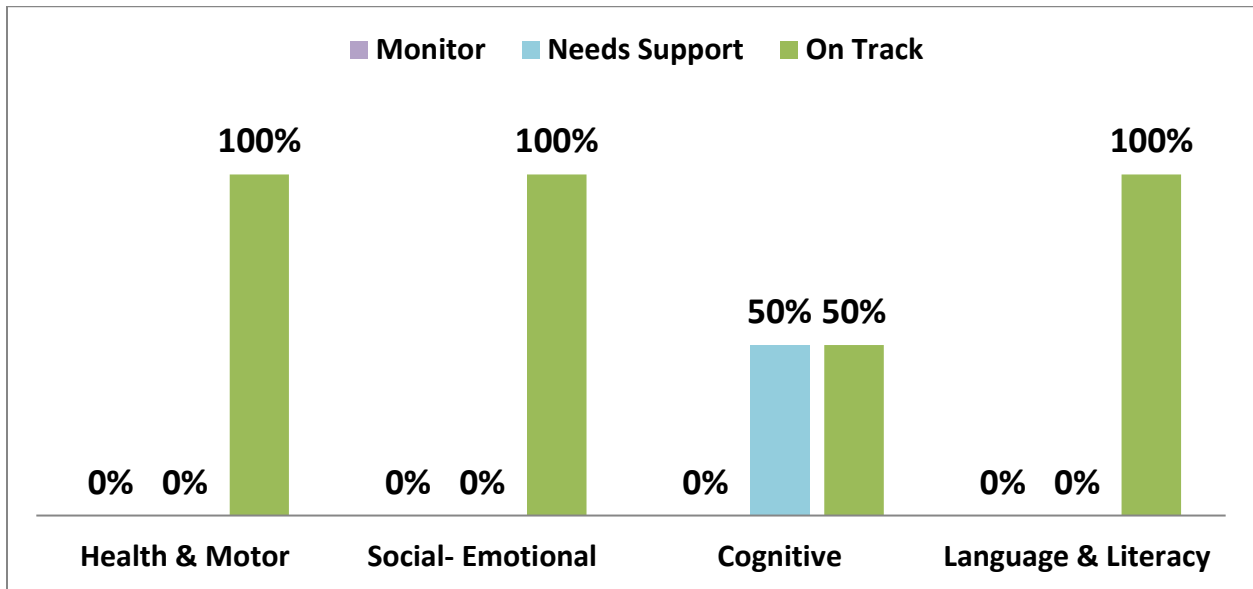
English: 100%	Spanish 0%	Unknown: 0%
--------------------------------	-----------------------------	------------------------------

Disabilities

Yes:	0%	No:	100%
-------------	-----------	------------	-------------

CSNT Early Head Start – CIRCLE Assessment 2023-2024

Wave 1 - Infants



No Dual Language Learners for Infants

No Disability for Infants

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	0%	0%
Social - Emotional	100%	100%	0%	0%
Cognitive	100%	0%	0%	0%
Language & Literacy	100%	100%	0%	0%
Total Students Tested	1	1	0	0

Percentage based on “On Target” for Race

Early Head Start CIRCLE Assessment 2023-2024 Wave 1



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	6 – Toddlers 18- 24 Months
--------------------------------------	---

Gender

Male:	67%	Female:	33%
--------------	------------	----------------	------------

Race

White: 50%	Black/African American: 33%	Hispanic: 17%
	Multiracial: 0%	Not Specified: 0%

Language

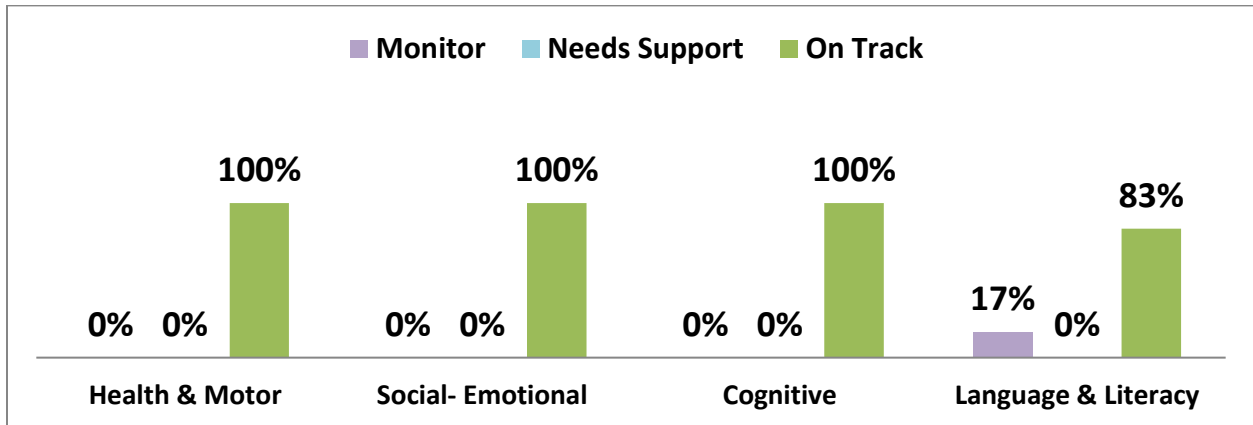
English: 83%	Spanish 17%	Unknown: 0%
-------------------------------	------------------------------	------------------------------

Disabilities

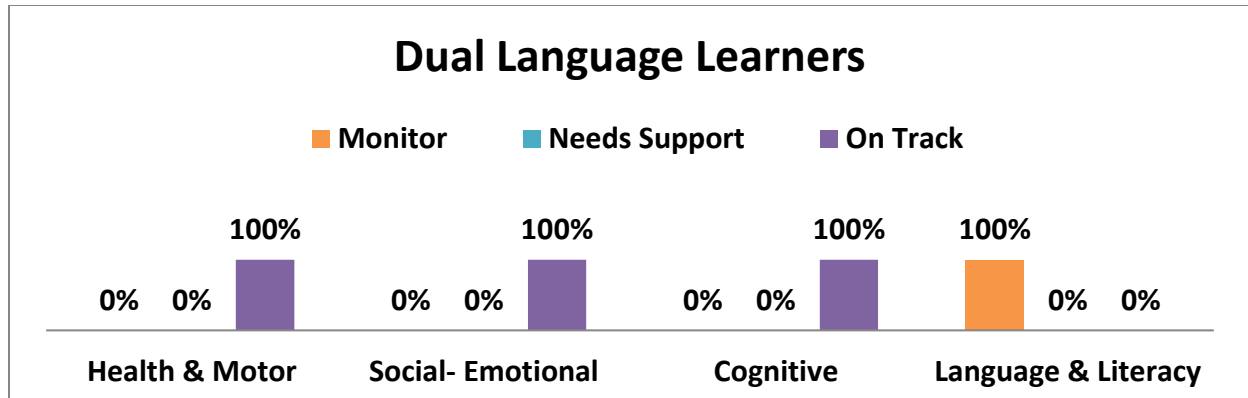
Yes:	0%	No:	100%
-------------	-----------	------------	-------------

CSNT Early Head Start – CIRCLE Assessment 2023-2024

Wave 1 - Toddlers



No Disability Data for Toddlers



Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	100%	100%	100%	0%
Social - Emotional	100%	100%	100%	0%
Cognitive	100%	100%	100%	0%
Language & Literacy	100%	100%	0%	0%
Total Students Tested	3	2	1	0

Percentage based on "On Target" for Race

Early Head Start CIRCLE Assessment 2023-2024 Wave 1



This data reflects demographic information on the students who participated in this assessment session.

Total Students Participating:	8 – Pre-School Entry 2-3 Years
--------------------------------------	---

Gender

Male: 50%	Female: 50%
------------------	--------------------

Race

White: 24%	Black/African American: 50%	Hispanic: 13%
Multiracial: 13%		Not Specified: 0%

Language

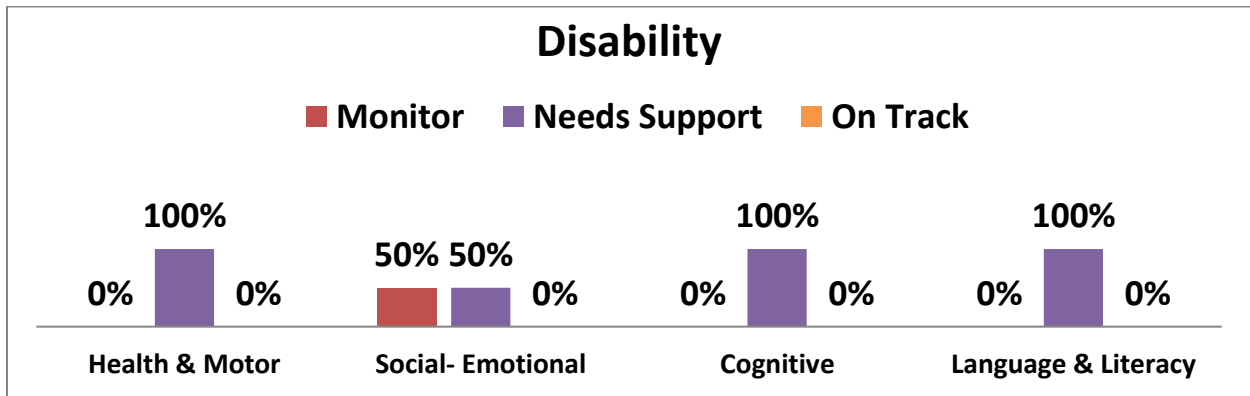
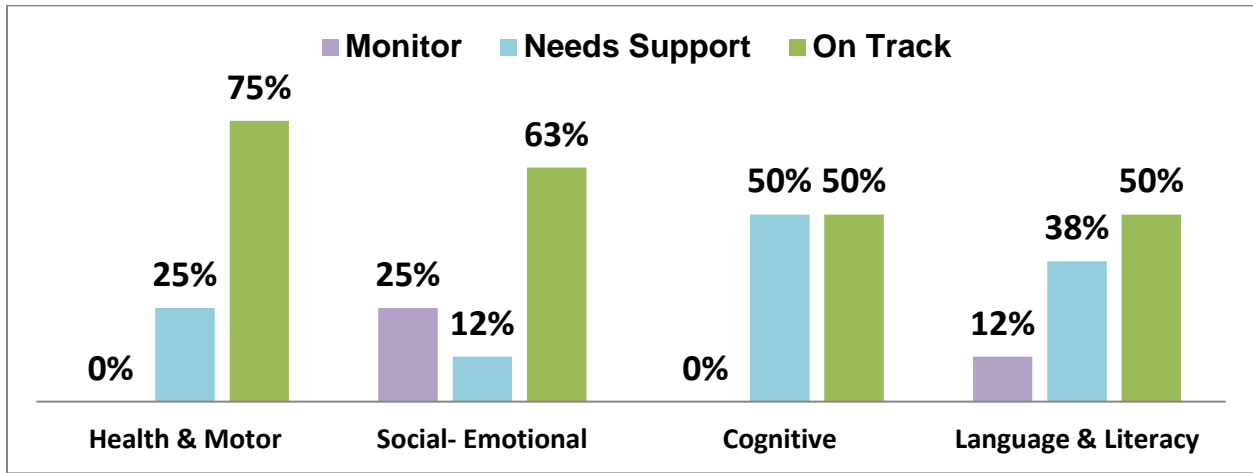
English: 100%	Spanish 0%	Unknown: 0%
-------------------------	----------------------	-----------------------

Disabilities

Yes: 25%	No: 75%
-----------------	----------------

CSNT Early Head Start – CIRCLE Assessment 2023-2024

Wave 1 – Pre School Entry



No Dual Language Learners for Pre-School Entry

Race	White	Black / African American	Hispanic	Multiracial
Health & Motor	50%	75%	100%	100%
Social - Emotional	0%	75%	100%	100%
Cognitive	0%	75%	100%	0%
Language & Literacy	0%	75%	100%	0%
Total Students Tested	2	4	1	1

Percentage based on “On Target” for Race